

Board of Commissioners
Chair Rob Putaansuu
Vice Chair Danielle Murphy
Becky Erickson
Charlotte Garrido
Robert Gelder
Kol Medina
Ed Wolfe

Executive Director
Stuart Grogan



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<http://www.housingkitsap.org>

HOUSING KITSAP BOARD OF COMMISSIONERS

MEETING AGENDA

July 24, 2018

9:00 am - 11:00 am

Housing Kitsap, 2244 Bucklin Hill Rd., Silverdale WA 98383

- 1. Call to Order**
- 2. Public Comment** (Please limit comments to 3 minutes)
- 3. Consent Agenda**

All matters listed within the Consent Agenda have been distributed to each member of the Housing Kitsap Board of Commissioners for reading and study, are considered routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- A. Meeting minutes June 26, 2018.
- B. May Disbursements/Fund Transfers

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Page 8

4. Action Items

- A. Consideration of a motion to approve Resolution 2018-07 Approval of the Housing Kitsap Annual Budget for Fiscal Year 2019. **(Wendy Dutenhoeffer)** **Page 29**
- B. Consideration of a motion to approve Resolution 2018-08 Approving the modification to the deed to trust and loan extension agreement with National Loan Acquisitions Company who purchased US Bank line of credit and loan extensions. **(Wendy Dutenhoeffer)** **Page 39**
- C. Consideration of a motion to authorize the revised purchasing responsibility and authorization limits and the Purchasing Authorization Tree. **(Dean Nail)** **Page 51**
- D. Consideration of a motion to adopt Resolution 2018-09 approving the dissolution of the NMTC Facilitators I, LLC. **(Stuart Grogan)** **Page 60**

5. Board Announcements

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6. Community Updates

This is an opportunity for Board members to share any community items, news, conference updates, or program updates that are not otherwise scheduled for discussion during the Board meeting.

- A. Port Orchard Homelessness Committee (Chair Putaansuu)
- B. Poulsbo Housing Group (Commissioner Erickson)
- C. Homes For All Committee (Commissioner Garrido)
- D. Kingston Housing Group (Commissioner Gelder)
- E. Affordable Housing Task Force, Bainbridge Island (Commissioner Medina/Stuart Grogan)

7. Board Questions and Discussion on Program Updates

- A. Executive Director (Stuart Grogan) Page 68
- B. Business & Technology Resources (Wendy Dutenhoeffer) Page 74
- C. Single Family/Self-Help (Dean Nail) Page 77
- D. Development (Stuart Grogan) Page 81
- E. Real Estate Management and Housing Program (REMHP) (Holly Paterson) Page 84

8. Executive Session to consider a Personnel Issue (RCW 42.30.110 (g)) (Stuart Grogan)

9. For the good of the order

10. Adjourn



Board of Commissioners

Agenda Item Summary

MEETING DATE: July 24, 2018

AGENDA ITEM: 4.A.

AGENDA ITEM: CONSIDERATION OF A MOTION TO APPROVE THE CONSENT AGENDA.

SUBMITTED BY: Tara Owensby

TITLE: Executive Assistant

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS:

06.26.18 Board minutes and May Disbursements/Fund Transfers.

STRATEGIC PLAN LINK: NA

FISCAL IMPACT: None

RECOMMENDATION: Approval of Consent Agenda.

SUMMARY STATEMENT:

See attachments.

**RECOMMENDED
ACTION:**

Motion to approve Consent Agenda.

Board of Commissioners
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**HOUSING KITSAP BOARD OF COMMISSIONERS
WORK STUDY
JUNE 26, 2018
MINUTES**

Board in Attendance: Mayor of City of Port Orchard Rob Putaansuu (Chair), Resident Commissioner Danielle Murphy (Vice Chair), Kitsap County Commissioner Charlotte Garrido, Kitsap County Commissioner Rob Gelder, City of Bainbridge Island Council Member Kol Medina, Kitsap County Commissioner Ed Wolfe.

Attending Staff: Executive Director Stuart Grogan, Chief Financial Officer Wendy Dutenhoeffer, Director of Single Family Housing Dean Nail, Director of REMHP Holly Paterson, Lisa Glaeser Finance Project Manager, Executive Assistant Tara Owensby.

Absent: Mayor of City of Poulsbo Becky Erickson

Public in attendance: Elaine Chadwick, Doug Chadwick, Cathy Bonsell, Linda McHenry, Tad Sooter.

1. Call to Order:

Vice Chair Murphy called the meeting to order at approximately 9:02 a.m.

2. Public Comment:

No public comment.

3. Consent Agenda:

Commissioner Gelder moved to approve the Consent Agenda. Commissioner Wolfe seconded. Motion carried unanimously.

4. Board Announcements

No announcements.

5. Community Updates

Chair Putaansuu reported that the next Port Orchard Homelessness committee is in July.

Commissioner Gelder mentioned on Charlotte's behalf that the Homes for All committee held a community meeting regarding the potential location of Tiny Homes in Port Orchard and discussed concerns within the neighborhood.

Stuart reported that the Bainbridge Island Affordable Housing Task Force is in the process of finishing their final report that should be completed in the next month or so. Commissioner Medina informed Stuart that he requested the Chair of that Task Force to discuss with the members if they would be willing to stay in existence while the Bainbridge Island City Council finishes another project.

6. Action Items:

A. Review and discussion of financials, Housing Kitsap (HK) cash projections and software implementation.

Wendy provided a brief status update of the software implementation, stating Boston Post/MRI projected that it will be complete by the end of August-early September. Wendy referred to the draft budget included in the Board packet and mentioned the document is very large and to expect it for consideration and approval at the next meeting in July. She welcomed any suggestions and/or concerns and provided a summary of the details of the draft budget. Commissioner Medina thanked Wendy for her work on the draft, after there was discussion.

B. Consideration of a motion to authorize the Board Chair and the Executive Director to sign a letter to the State Auditor's Office.

Chair Putaansuu expressed the importance of HK receiving the one-time revenues from the BASIC and NMTC Boards. Stuart reported that the BASIC Board meeting is scheduled for the end of July and the NMTC Facilitators Board meeting is scheduled for the end of August. Chair Putaansuu informed the Board that the State Auditor's Office has concerns that the HK Board of Commissioners do not have control of the process for the one-time revenues. Stuart referred to the sample letter and supporting documentation in the Board packet, explaining the Auditors requested it to be signed by Stuart and Chair Putaansuu and due by Friday. After the letter is received by the State Auditor's Office the audit can be finalized and they would return to HK for a visit in September or October.

Action: Commissioner Gelder moved to authorize the Board Chair and the Executive Director to sign the letter to the State Auditor's Office. Commissioner Wolfe seconded. Motion carried unanimously.

C. Consideration of a motion to approve accepting the terms offered by National Loan Acquisitions Company.

Wendy reported that HK obtained a line of credit with US Bank in 2004 and that it was refinanced several times in 2006 then US Bank did a workout in 2011 when HK was experiencing difficulties. Over the last few years, HK has been working with US Bank to extend the loan. Then, US Bank sold the note to National Loan Acquisitions Company. Wendy said they are willing to extend the terms of the loan and if the Board is in favor of this, there will be a resolution at the next Board meeting in July for Consideration and approval. The Board and staff then discussed the terms and finances.

Action: Commissioner Garrido moved to authorize accepting the terms offered by National Loan Acquisitions Company. Commissioner Gelder seconded. Motion carried unanimously.

At this time, Commissioner Gelder moved the Board establish a finance Task Force to consist of two or three members to work with staff on a regular basis. Commissioner Garrido seconded. Motion carried unanimously.

D. Consideration of a motion to request the County Commissioners to permit the use of Harborside Reserve Funds.

Stuart referred to the Board packet attachments regarding some issues with the residual ownership beside the Harborside Condos. Chair Putaansuu stated that HK's finances need to be reviewed and suggested that HK consult legal advice before moving forward.

Commissioner Garrido suggested this topic be discussed in the newly developed finance subcommittee, after which there was a brief discussion.

Action: Chair Medina moved to refer the item to the newly established Finance subcommittee. Commissioner Garrido seconded. Motion carried unanimously.

E. Consideration of a motion to approve dissolution of Liberty Bay and Dye's Golden Tides III Limited Partnerships.

Stuart reported these two partnerships recently exited and requested the Board to approve dissolution of the two partnerships.

Action: Commissioner Wolfe moved to approve dissolution of Liberty Bay and Dye's Golden Tides III Limited Partnerships. Commissioner Medina seconded. Motion carried unanimously.

F. Consideration of a motion to authorize the Executive Director to execute an agreement for the construction of lots at Sherman Ridge with Port Madison Enterprises.

Dean said that the Loan has been processed for Sherman Ridge so the next step to move forward is to enter into a contract with Port Madison Enterprise. Commissioner Garrido requested that staff provide more financial information when when requesting action.

Action: Commissioner Gelder moved to authorize the Executive Director to execute an agreement for the construction of lots at Sherman Ridge with Port Madison Enterprises. Commissioner Wolfe seconded. Commissioner Medina Motion carried unanimously.

G. Consideration for a motion to authorize the Executive Director to execute loan documents with the Rural Community Assistance Corporation (RCAC) for the construction of lots at Sherman Ridge.

Dean reported that this is a \$600,000 short-term loan with no payments and a smaller loan fee provided by RCAC. He advised this was the best loan option for the project and that it should be paid back with the first group of homes.

Action: Commissioner Medina moved to approve the Executive Director to execute loan documents with the Rural Community Assistance Corporation (RCAC) for the construction of lots at Sherman Ridge. Commissioner Gelder seconded. Motion carried unanimously.

7. Community Updates

None.

8. Board Questions and Discussion on Program Updates

A. Executive Director

Stuart reported that the Kitsap Apartments bond audit was finalized and complete and highlighted the NMTC and BASIC portion of his report. There was a brief discussion regarding the HK North property tour, after which the Board agreed on a schedule for August 31st starting at 8am.

B. Business & Technology Resources

Wendy announced that a new HR staff person, Demetria Orthouse, was hired and that HK is still looking to hire a Senior Accountant. Wendy reported that staff are still working on the Boston Post/MRI conversion, several audits and financial statements.

C. Single Family/Self-Help

Dean reported that Community Frameworks received their award and that HK applied to receive funds to fund Sherman Ridge. Dean said that Self-Help is looking into another project in Poulsbo. He also announced the second group at Maple Lane is busy and moving along and the first group at Prosperity Place has started.

D. Development

Stuart reported that the Suzuki project ended up going in a different direction than was initially anticipated and the OPG will take the lead as a contractor with the City of Bainbridge Island. There was discussion of the RAD project where Stuart reported that he had requested work to stop until more information is found.

E. Real Estate Management and Housing Program (REMHP)

Holly reported that HUD conducted its own inspections this year and mentioned that she anticipates a lower score due to the fact that they are more detailed than third party inspectors.

9. Adjournment:

The Board of Commissioners Work Study meeting adjourned at approximately 10:20 a.m.

ATTEST:

ATTEST:

STUART GROGAN
Executive Director

TARA OWENSBY
Executive Assistant

Date Approved

Board of Commissioners
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To: Housing Kitsap Board of Commissioners
From: Stuart Grogan, Executive Director/CEO
Subject: Approval of MAY 2018 Disbursements and/or Fund Transfers
Date: July 26, 2018

1. General Fund	CK#121408 Thru #121620+ACH Debits	\$821,408.25
2. Section 8 Fund	Check#23323 +ACH Debit	\$202,282.46
3. Self-Help Family A/P	Check#17230 Thru #17280	\$232,606.92
4. Red Barn	Check#10310 Thru #103026	\$31,828.26
5. Dye's Inlet	Check#804768 Thru #804790	\$6,683.43
6. Liberty Bay	Check#905086 Thru #9050108	\$11,912.04
7. Heritage Apts	Check#102850 Thru #102882+ACH Debit	\$66,527.16
8. Viewmont East Apts	Check#103739 Thru #103769	\$40,584.62
9. Railroad Ave	Check#2708 Thru #2723+ACH Debits	\$17,646.05
10. Rural Dev. – Projects Fund	Check#3848 Thru #3899+ACH Debits	\$142,335.12
11. Kitsap Apts – 2006 LP	Check#15569 Thru #15625	\$118,064.29
12. Self Help-Restricted Shop Fund	Check#293 & #294	\$624.28
13. Self-Help "CF" Shop Fund	Transfer to other account	\$59,333.00

*No Attachment

MAY2018 Summary: Disbursements \$1,675,842.48 + Transfers \$75,993.40 = \$1,751,835.88

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim was a just, due and unpaid obligation against Housing Kitsap, and that I am authorized to authenticate and certify to said claim."

Stuart Grogan, CEO/Auditing Officer

Date

Rob Putaansuu, Board Chair

Date

HOUSING KITSAP
Transaction Edit Listing Between 05/01/2018 and 05/31/2018
Accounting

Bank Account HK - GENERAL FUND

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
05/03/2018		ACH DR- PNW INVOICE	OC		H	1,100.00	Yes	No
05/07/2018		ACH DR- GT BOA LOAN PAYMENT	OC		H	1,352.04	Yes	No
05/08/2018		ACH DR- 04/2018 KB ANALYSIS FEE	OC		H	856.97	Yes	No
05/14/2018		ACH DR- WA DRS PAYMENT	OC		H	42,719.04	Yes	No
05/15/2018		ACH DR- VOYA DEF COMP PAYMENT	OC		H	13,409.48	Yes	No
05/16/2018		ACH DR- MID-MONTH PAYROLL DRAW	OC		H	40,705.00	Yes	No
05/16/2018		ACH DR- IRS TAX DEPOSIT	OC		H	105.88	Yes	No
05/17/2018		ACH DR- PNW INVOICE	OC		H	100.70	Yes	No
05/31/2018		BATCH#8569- TO PROJ RENTAL RECEI	OC		H	1,903.00	Yes	No
05/01/2018		ACH DR- COLUMBIA BANK	OC		H	234.88	Yes	No
05/01/2018		ACH DR- COLUMBIA BANK	OC		H	2,114.19	Yes	No
05/02/2018		ACH DR- WAGE GARNISHMENT	OC		H	150.00	Yes	No
05/02/2018		ACH DR- IRS TAX DEPOSIT	OC		H	32,265.14	Yes	No
05/02/2018		ACH DR- APRIL PAYROLL	OC		H	139,837.52	Yes	No
05/03/2018		ACH DR- HSA DEPOSIT	OC		H	779.00	Yes	No
05/03/2018		ACH DR- PNW PAYROLL INVOICE	OC		H	154.10	Yes	No
05/01/2018	0000121408	OFFICE DEPOT	PB		C	42.24	Yes	No
05/01/2018	0000121409	LOWE'S	PB		C	691.94	Yes	No
05/01/2018	0000121410	HD SUPPLY FACILITIES	PB		C	14.36	Yes	No
05/01/2018	0000121411	HOME DEPOT CREDIT SERVICES	PB		C	301.20	No	No
05/01/2018	0000121412	PROJECT - 550 MADISON APTS.	PB		C	325.00	Yes	No
05/01/2018	0000121413	U.S. BANK	PB		C	13,200.18	Yes	No
05/01/2018	0000121414	ACCOUNTEMPS	PB		C	4,087.60	Yes	No
05/01/2018	0000121415	AIR MANAGEMENT	PB		C	1,182.98	Yes	No
05/01/2018	0000121416	JULIA ALVAREZ	PB		C	135.28	Yes	No
05/01/2018	0000121417	APEX LOCKOUT AND	PB		C	241.85	Yes	No
05/01/2018	0000121418	ATWORK COMMERCIAL ENTERPRISES	PB		C	40,720.00	Yes	No
05/01/2018	0000121419	BIRD ELECTRIC CORP.	PB		C	105.00	Yes	No
05/01/2018	0000121420	BRETEYS CONSTRUCTION LLC	PB		C	24,047.58	Yes	No
05/01/2018	0000121421	MIKE BROWN	PB		C	22.35	Yes	No
05/01/2018	0000121422	CASCADE NATURAL GAS CORP.	PB		C	552.50	Yes	No
05/01/2018	0000121423	CASEY + DECHANT ARCHITECTS LLC	PB		C	24,770.05	Yes	No
05/01/2018	0000121424	CATIE'S CREATIONS	PB		C	584.00	Yes	No
05/01/2018	0000121426	CDW GOVERNMENT	PB		C	273.72	Yes	No
05/01/2018	0000121427	CENTURYLINK COMMUNICATIONS, LLC	PB		C	115.82	Yes	No
05/01/2018	0000121428	CENTURYLINK	PB		C	92.40	Yes	No
05/01/2018	0000121429	CINTAS FIRE 636525	PB		C	1,084.81	Yes	No
05/01/2018	0000121430	JULIE COMBS	PB		C	3.92	Yes	No
05/01/2018	0000121431	CSG ADVISORS INCORPORATED	PB		C	12,088.75	Yes	No
05/01/2018	0000121432	JENNIFER DI VITTO	PB		C	74.71	Yes	No
05/01/2018	0000121433	DS WATERS OF AMERICA INC.	PB		C	30.00	Yes	No
05/01/2018	0000121434	GOLDEN TIDES II - GENERAL FUND	PB		C	2,042.00	Yes	No
05/01/2018	0000121435	PROJECT - GOLDEN TIDES II	PB		C	1,125.00	Yes	No
05/01/2018	0000121436	GREAT FLOORS LLC	PB		C	4,930.00	Yes	No
05/01/2018	0000121437	GREENSHIELD HOME &	PB		C	175.00	Yes	No
05/01/2018	0000121438	PATSY SMITH	PB		C	202.59	Yes	No
05/01/2018	0000121439	HIS HANDS LAWN CARE & SERVICES I	PB		C	570.83	Yes	No
05/01/2018	0000121440	550 MADISON APTS	PB		C	2,672.00	Yes	No

HOUSING KITSAP
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05/01/2018	0000121441	DYE'S INLET GENERAL FUND	PB		C	1,947.00	Yes	No
05/01/2018	0000121442	KITSAP APTS. - KINGSTON RIDGE	PB		C	1,470.00	Yes	No
05/01/2018	0000121443	KITSAP APARTMENTS-PARK PLACE	PB		C	276.00	Yes	No
05/01/2018	0000121444	KITSAP APARTMENTS-P.O.VALLEY	PB		C	1,922.00	Yes	No
05/01/2018	0000121445	RED BARN dba PORT ORCHARD	PB		C	770.00	Yes	No
05/01/2018	0000121446	INDIGO DESIGN, INC.	PB		C	130.00	Yes	No
05/01/2018	0000121447	KITSAP BUILDING ASSOCIATION	PB		C	60.00	Yes	No
05/01/2018	0000121448	KITSAP LUMBER & HARDWARE INC	PB		C	33.88	Yes	No
05/01/2018	0000121449	LEMAY MOBILE SHREDDING	PB		C	3.13	Yes	No
05/01/2018	0000121450	LIFEMAP ASSURANCE COMPANY	PB		C	2,377.01	Yes	No
05/01/2018	0000121451	MADRONA MANOR - GENERAL FUND	PB		C	1,148.00	Yes	No
05/01/2018	0000121452	PROJECT - MADRONA MANOR	PB		C	1,000.00	Yes	No
05/01/2018	0000121453	METLIFE-GROUP BENEFITS	PB		C	4,310.79	Yes	No
05/01/2018	0000121454	MOCO, INC.	PB		C	218.50	Yes	No
05/01/2018	0000121455	MOEN, CANDACE	PB		C	203.50	No	No
05/01/2018	0000121456	NASH CONSULTING INC.	PB		C	6,298.04	Yes	No
05/01/2018	0000121457	NW COMMNET, LLC	PB		C	925.00	Yes	No
05/01/2018	0000121458	NORTHWEST TERMITE &	PB		C	311.25	Yes	No
05/01/2018	0000121459	ORCHARD BLUFF MOBILE PARK	PB		C	530.00	Yes	No
05/01/2018	0000121460	PROJECT - ORCHARD BLUFF	PB		C	167.00	Yes	No
05/01/2018	0000121461	PACIFIC NORTHWEST TITLE	PB		C	400.00	Yes	No
05/01/2018	0000121462	PACIFIC OFFICE AUTOMATION	PB		C	156.53	Yes	No
05/01/2018	0000121463	PACIFIC OFFICE AUTOMATION	PB		C	371.00	Yes	No
05/01/2018	0000121464	PACIFIC SOURCE ADMINISTRATORS	PB		C	85.00	Yes	No
05/01/2018	0000121465	PUGET SOUND ENERGY	PB		C	47.87	Yes	No
05/01/2018	0000121466	REGENGE BLUESHIELD	PB		C	37,577.60	Yes	No
05/01/2018	0000121467	RODDA PAINT COMPANY	PB		C	631.98	Yes	No
05/01/2018	0000121470	STERICYCLE COMMUNICATION	PB		C	405.78	Yes	No
05/01/2018	0000121471	STORMWIND LLC	PB		C	3,980.00	Yes	No
05/01/2018	0000121472	SULLIVAN HEATING & COOLING	PB		C	192.00	Yes	No
05/01/2018	0000121473	THYSSENKRUPP ELEVATOR CORP.	PB		C	1,335.72	Yes	No
05/01/2018	0000121474	U. S. BANK	PB		C	1,676.04	Yes	No
05/01/2018	0000121475	VISION SERVICE PLAN - (AT)	PB		C	599.68	Yes	No
05/01/2018	0000121476	WALLY'S WAX WORKS JANITORIAL	PB		C	690.00	Yes	No
05/01/2018	0000121477	WAVE	PB		C	473.76	Yes	No
05/01/2018	0000121478	WEST SOUND UTILITY DISTRICT	PB		C	8,477.30	Yes	No
05/01/2018	0000121479	WESTBAY AUTO PARTS, INC	PB		C	75.02	No	No
05/01/2018	0000121480	WNEK ENGINEERING	PB		C	4,609.10	Yes	No
05/01/2018	0000121481	KITSAP COUNTY DEPARTMENT OF	PB		C	10,000.00	Yes	No
05/01/2018	0000121482	HOME DEPOT CREDIT SERVICES	PB		C	123.33	Yes	No
05/01/2018	0000121483	HOME DEPOT CREDIT SERVICES	PB		C	178.99	Yes	No
05/07/2018	0000121484	OFFICE DEPOT	PB		C	483.96	Yes	No
05/07/2018	0000121485	A-1 SERVICES, INC.	PB		C	1,110.26	Yes	No
05/07/2018	0000121486	AAA ELECTRIC LLC	PB		C	1,765.00	Yes	No
05/07/2018	0000121487	AMERICAN REPORTING COMPANY	PB		C	258.00	Yes	No
05/07/2018	0000121488	BAINBRIDGE DISPOSAL INC.	PB		C	229.86	Yes	No
05/07/2018	0000121489	BRADLEY SCOTT, INC.	PB		C	3,417.32	Yes	No
05/07/2018	0000121490	CITY OF BREMERTON	PB		C	241.26	Yes	No

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05/07/2018	0000121491	CDW GOVERNMENT	PB		C	276.29	Yes	No
05/07/2018	0000121492	CENTURYLINK	PB		C	1,110.08	Yes	No
05/07/2018	0000121493	MICHELLE COLLINS	PB		C	30.97	Yes	No
05/07/2018	0000121494	MICHELLE COLLINS	PB		C	19.42	No	No
05/07/2018	0000121495	BREM-AIR DISPOSAL	PB		C	3,516.18	Yes	No
05/07/2018	0000121496	DSC, INC.	PB		C	13.00	Yes	No
05/07/2018	0000121497	FED EX	PB		C	44.14	Yes	No
05/07/2018	0000121498	GOLDEN TIDES II - GENERAL FUND	PB		C	991.00	Yes	No
05/07/2018	0000121499	550 MADISON APTS	PB		C	1,336.00	Yes	No
05/07/2018	0000121500	DYE'S INLET GENERAL FUND	PB		C	984.00	Yes	No
05/07/2018	0000121501	KITSAP APTS. - KINGSTON RIDGE	PB		C	735.00	Yes	No
05/07/2018	0000121502	KITSAP APARTMENTS-PARK PLACE	PB		C	1,098.00	Yes	No
05/07/2018	0000121503	KITSAP APARTMENTS-P.O.VALLEY	PB		C	910.00	Yes	No
05/07/2018	0000121504	RED BARN dba PORT ORCHARD	PB		C	385.00	Yes	No
05/07/2018	0000121505	KITSAP COUNTY PUBLIC WORKS	PB		C	6,729.19	Yes	No
05/07/2018	0000121506	LEMAY MOBILE SHREDDING	PB		C	3.13	Yes	No
05/07/2018	0000121507	JOSE LINARES	PB		C	57.38	Yes	No
05/07/2018	0000121508	MADRONA MANOR - GENERAL FUND	PB		C	534.00	Yes	No
05/07/2018	0000121509	MOEN, CANDACE	PB		C	173.68	No	No
05/07/2018	0000121510	LEAH NOLDAN	PB		C	72.76	No	No
05/07/2018	0000121511	NORTH PERRY AVENUE	PB		C	1,267.44	Yes	No
05/07/2018	0000121512	NORTHWEST TREE SERVICE	PB		C	5,225.00	Yes	No
05/07/2018	0000121513	ORCHARD BLUFF MOBILE PARK	PB		C	525.00	Yes	No
05/07/2018	0000121514	PACIFIC OFFICE AUTOMATION	PB		C	955.38	Yes	No
05/07/2018	0000121515	PACIFIC OFFICE AUTOMATION	PB		C	389.55	Yes	No
05/07/2018	0000121516	PACIFIC SOURCE ADMINISTRATORS	PB		C	85.00	Yes	No
05/07/2018	0000121517	CITY OF PORT ORCHARD	PB		C	2,884.00	Yes	No
05/07/2018	0000121518	CITY OF POULSBO	PB		C	1,532.26	Yes	No
05/07/2018	0000121519	PUGET SOUND ENERGY	PB		C	1,829.35	Yes	No
05/07/2018	0000121520	HOME DEPOT CREDIT SERVICES	PB		C	299.52	Yes	No
05/07/2018	0000121521	LEO'S TOWING , INC.	PB		C	60.00	No	No
05/07/2018	0000121522	OLYMPIC SPRINGS INC.	PB		C	85.50	Yes	No
05/07/2018	0000121523	SURFACE RENEW INC.	PB		C	549.98	Yes	No
05/07/2018	0000121524	THYSSENKRUPP ELEVATOR CORP.	PB		C	1,552.32	Yes	No
05/07/2018	0000121525	VERIZON WIRELESS	PB		C	1,108.68	Yes	No
05/07/2018	0000121526	WASHINGTON STATE	PB		C	24,740.98	Yes	No
05/07/2018	0000121527	WALLY'S WAX WORKS JANITORIAL	PB		C	940.00	No	No
05/07/2018	0000121528	WAVE	PB		C	277.43	Yes	No
05/07/2018	0000121529	WEST SOUND UTILITY DISTRICT	PB		C	36.47	Yes	No
05/07/2018	0000121530	WNEK ENGINEERING	PB		C	280.00	Yes	No
05/07/2018	0000121531	XEROX CORPORATION	PB		C	273.85	Yes	No
05/14/2018	0000121532	LOWE'S	PB		C	286.45	Yes	No
05/14/2018	0000121533	HD SUPPLY FACILITIES	PB		C	618.83	Yes	No
05/14/2018	0000121534	HOME DEPOT CREDIT SERVICES	PB		C	693.74	Yes	No
05/14/2018	0000121535	APEX LOCKOUT AND	PB		C	114.00	No	No
05/14/2018	0000121536	BANNON ENGINEERING, INC.	PB		C	550.00	No	No
05/14/2018	0000121537	JULIETTE BARBER	PB		C	64.84	No	No
05/14/2018	0000121538	BRETEYS CONSTRUCTION LLC	PB		C	2,479.75	Yes	No

HOUSING KITSAP
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Bank Account HK - GENERAL FUND

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05/14/2018	0000121539	CASCADE NATURAL GAS CORP.	PB		C	82.27	Yes	No
05/14/2018	0000121540	CINTAS FIRE 636525	PB		C	55.00	Yes	No
05/14/2018	0000121541	CLEAN-N-ROOTER	PB		C	305.09	No	No
05/14/2018	0000121542	COFFEE NEWS KITSAP	PB		C	300.00	Yes	No
05/14/2018	0000121543	JULIE COMBS	PB		C	154.05	Yes	No
05/14/2018	0000121544	CONSOLIDATED ELECTRICAL	PB		C	161.70	Yes	No
05/14/2018	0000121545	JENNIFER DI VITTO	PB		C	552.86	Yes	No
05/14/2018	0000121546	DOG WASTE DEPOT	PB		C	119.98	Yes	No
05/14/2018	0000121547	DUKE ROOF CLEANING	PB		C	400.00	Yes	No
05/14/2018	0000121548	EM CLEANING SERVICES	PB		C	130.00	No	No
05/14/2018	0000121549	FED EX	PB		C	21.67	Yes	No
05/14/2018	0000121550	GREAT FLOORS LLC	PB		C	3,320.00	Yes	No
05/14/2018	0000121551	GREENSHIELD HOME &	PB		C	715.00	No	No
05/14/2018	0000121552	HARLOW AUTO REPAIR	PB		C	282.84	No	No
05/14/2018	0000121553	BRIAN HITSMAN	PB		C	188.79	Yes	No
05/14/2018	0000121554	IRON MOUNTAIN	PB		C	410.26	Yes	No
05/14/2018	0000121555	JET HEATING AND COOLING	PB		C	337.37	No	No
05/14/2018	0000121556	KELLER SUPPLY COMPANY	PB		C	383.33	Yes	No
05/14/2018	0000121557	KITSAP LUMBER & HARDWARE INC	PB		C	62.03	Yes	No
05/14/2018	0000121558	MOCO, INC.	PB		C	74.50	Yes	No
05/14/2018	0000121559	NW COMMNET, LLC	PB		C	925.00	No	No
05/14/2018	0000121560	NORTHWEST TERMITE &	PB		C	236.50	No	No
05/14/2018	0000121561	PACIFIC NORTHWEST TITLE	PB		C	160.00	No	No
05/14/2018	0000121562	PACIFIC SOURCE ADMINISTRATORS	PB		C	895.50	Yes	No
05/14/2018	0000121563	PUGET SOUND ENERGY	PB		C	1,903.07	Yes	No
05/14/2018	0000121564	RELIABLE PARTS	PB		C	128.77	Yes	No
05/14/2018	0000121565	SCOTT MCLENDON'S HARDWARE	PB		C	41.80	Yes	No
05/14/2018	0000121566	SONIA S. SCOTT	PB		C	153.42	No	No
05/14/2018	0000121567	HOME DEPOT CREDIT SERVICES	PB		C	420.61	Yes	No
05/14/2018	0000121568	WASHINGTON STATE	PB		C	35,500.71	Yes	No
05/23/2018	0000121569	JEFF ANEMA	PB		C	410.72	No	No
05/21/2018	0000121571	HD SUPPLY FACILITIES	PB		C	656.67	Yes	No
05/21/2018	0000121572	WEX BANK	PB		C	2,598.27	No	No
05/21/2018	0000121573	ACCOUNTEMPs	PB		C	16,477.03	Yes	No
05/21/2018	0000121574	APEX LOCKOUT AND	PB		C	65.00	No	No
05/21/2018	0000121575	BREMERTON GOVERNMENT CENTER	PB		C	1,120.96	No	No
05/21/2018	0000121576	BIRD ELECTRIC CORP.	PB		C	1,395.00	No	No
05/21/2018	0000121577	BRADLEY SCOTT, INC.	PB		C	1,686.88	Yes	No
05/21/2018	0000121578	BRETEYS CONSTRUCTION LLC	PB		C	19,963.35	No	No
05/21/2018	0000121579	CASCADE NATURAL GAS CORP.	PB		C	117.72	Yes	No
05/21/2018	0000121580	KITSAP COUNTY	PB		C	11,359.30	No	No
05/21/2018	0000121581	CDW GOVERNMENT	PB		C	42.94	No	No
05/21/2018	0000121582	JULIE COMBS	PB		C	33.24	No	No
05/21/2018	0000121583	DEPARTMENT OF COMMERCE	PB		C	8,845.83	No	No
05/21/2018	0000121584	EMPLOYMENT SECURITY DEPARTMEN	PB		C	24,684.28	No	No
05/21/2018	0000121585	INTERNAL REVENUE SERVICE	PB		C	2,407.40	Yes	No
05/21/2018	0000121586	LEVI DALEY	PB		C	47.13	No	No
05/21/2018	0000121587	PACIFIC NORTHWEST TITLE	PB		C	80.00	Yes	No

HOUSING KITSAP
Transaction Edit Listing Between 05/01/2018 and 05/31/2018
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Bank Account HK - GENERAL FUND

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
05/21/2018	0000121588	PUGET SOUND ENERGY	PB		C	1,155.00	Yes	No
05/21/2018	0000121589	RELIABLE PARTS	PB		C	150.02	Yes	No
05/21/2018	0000121590	RODDA PAINT COMPANY	PB		C	300.43	Yes	No
05/21/2018	0000121591	TAMMY ROSS	PB		C	2,025.00	Yes	No
05/21/2018	0000121592	SCOTT MCLENDON'S HARDWARE	PB		C	12.12	No	No
05/21/2018	0000121593	HENERY HARDWARE KINGSTON	PB		C	8.99	No	No
05/21/2018	0000121594	SOUND REPROGRAPHICS, INC.	PB		C	198.38	No	No
05/21/2018	0000121595	SOUTH KITSAP HIGH SCHOOL	PB		C	450.00	No	No
05/21/2018	0000121596	VALLEY SUPPLY CO.	PB		C	122.71	Yes	No
05/21/2018	0000121597	DEPT. OF ENTERPRISE SERVICES	PB		C	176.00	No	No
05/21/2018	0000121598	WALLY'S WAX WORKS JANITORIAL	PB		C	850.00	No	No
05/29/2018	0000121599	KITSAP COUNTY DEPARTMENT OF	PB		C	36,448.30	No	No
05/28/2018	0000121600	HOME DEPOT CREDIT SERVICES	PB		C	135.90	No	No
05/28/2018	0000121601	VISA	PB		C	934.50	No	No
05/28/2018	0000121602	JENNIFER DI VITTO	PB		C	9.84	No	No
05/28/2018	0000121603	VISA	PB		C	664.99	No	No
05/28/2018	0000121604	FED EX	PB		C	6.23	No	No
05/28/2018	0000121605	VISA	PB		C	780.63	No	No
05/28/2018	0000121606	JOSEPH GUSEMAN	PB		C	81.74	No	No
05/28/2018	0000121607	HODGE ENGINEERING, INC.	PB		C	2,289.00	No	No
05/28/2018	0000121608	KITSAP BUILDING ASSOCIATION	PB		C	523.00	No	No
05/28/2018	0000121610	LIFEMAP ASSURANCE COMPANY	PB		C	2,377.01	No	No
05/28/2018	0000121611	METLIFE-GROUP BENEFITS	PB		C	5,011.56	No	No
05/28/2018	0000121612	VISA	PB		C	1,552.84	No	No
05/28/2018	0000121614	REGENCE BLUESHIELD	PB		C	37,042.40	No	No
05/28/2018	0000121615	SOUND REPROGRAPHICS, INC.	PB		C	209.03	No	No
05/28/2018	0000121616	STERICYCLE COMMUNICATION	PB		C	260.37	No	No
05/28/2018	0000121617	XEROX CORPORATION	PB		C	27.82	No	No
05/28/2018	0000121618	PACIFIC NORTHWEST TITLE	PB		C	160.00	No	No
05/28/2018	0000121619	PACIFIC NORTHWEST TITLE	PB		C	160.00	No	No
05/28/2018	0000121620	PACIFIC NORTHWEST TITLE	PB		C	160.00	No	No
SubTotal					223	821,408.25		

Run By: MA

HOUSING KITSAP
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Bank Account SECTION 8 - VOUCHERS

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
05/15/2018		ACH DR- BANK ACCOUNT ANALYSIS	OC		H	84.26	Yes	No
05/08/2018	0000023323	HOUSING AUTHORITY OF THE	PB		C	202,198.20	Yes	No
SubTotal					2	202,282.46		

HOUSING KITSAP
 SELF-HELP FAMILY A/P
 MAY 2018

DATE	CHECK #	PAID TO	AMOUNT
5/2/2018	17230	VOIDED CHECKS	\$0.00
5/2/2018	17231	USDA RURAL DEVELOPMENT - SL-MO	\$576.00
5/2/2018	17232	USDA RURAL DEVELOPMENT - SL-MO	\$468.00
5/2/2018	17233	USDA RURAL DEVELOPMENT- OLYMPIA	\$709.50
5/2/2018	17234	USDA RURAL DEVELOPMENT- OLYMPIA	\$790.73
5/2/2018	17235	USDA RURAL DEVELOPMENT- OLYMPIA	\$722.58
5/2/2018	17236	USDA RURAL DEVELOPMENT- OLYMPIA	\$713.98
5/2/2018	17237	USDA RURAL DEVELOPMENT- OLYMPIA	\$747.01
5/2/2018	17238	USDA RURAL DEVELOPMENT- OLYMPIA	\$689.16
5/2/2018	17239	USDA RURAL DEVELOPMENT- OLYMPIA	\$713.36
5/2/2018	17240	USDA RURAL DEVELOPMENT- OLYMPIA	\$763.63
5/2/2018	17241	USDA RURAL DEVELOPMENT- OLYMPIA	\$788.57
5/2/2018	17242	USDA RURAL DEVELOPMENT- OLYMPIA	\$738.06
5/2/2018	17243	USDA RURAL DEVELOPMENT- OLYMPIA	\$750.63
5/2/2018	17244	USDA RURAL DEVELOPMENT- OLYMPIA	\$720.45
5/7/2018	17245	A &H CONCRETE	\$3,949.51
5/7/2018	17246	A L TOPSOIL	\$3,522.06
5/7/2018	17247	ALPINE CONSTRUCTION	\$2,831.40
5/7/2018	17248	ASH CONSTRUCTION LLC	\$4,305.50
5/7/2018	17249	B-MORE ELECTRIC	\$2,220.82
5/7/2018	17250	CALPORTLAND CO.	\$8,185.48
5/7/2018	17251	DSC INC.	\$205.63
5/7/2018	17252	KITSAP SPORTS SHOP INC., DBA DS SALES ASSOCIATES	\$20,744.47
5/7/2018	17253	FINAL VISION INC.	\$1,392.00
5/7/2018	17254	FOULK, KATLIN	\$344.26
5/7/2018	17255	KINGSTON HENERY HARDWARE INC.	\$37.05
5/7/2018	17256	HERDMAN PLUMBING	\$17,442.62
5/7/2018	17257	KINGSTON LUMBER	\$19,387.56
5/7/2018	17258	LUMBERMENS / PROBUILD	\$14.65
5/7/2018	17259	MADRONA HOMES LLC	\$5,054.55
5/7/2018	17260	MR.DUCTLESS	\$10,526.25
5/7/2018	17261	IRON VISION GROUP dba NILSENS APPLIANCE	\$1,014.79
5/7/2018	17262	NORTHWEST DOOR LLC	\$1,293.84
5/7/2018	17263	PORT ORCHARD ELECTRIC LLC	\$9,907.12
5/7/2018	17264	RANDY KAN	\$195.00
5/7/2018	17265	RODDA PAINT COMPANY INC.	\$2,833.70
5/7/2018	17266	ROOF TRUSS SUPPLY, INC.	\$7,233.94
5/7/2018	17267	SAVAGE PLANTS & LANDSCAPE INC.	\$6,419.72
5/7/2018	17268	SEATTLE LIGHTING	\$1,180.81
5/7/2018	17269	TAITANO, JONATHAN	\$208.23
5/7/2018	17270	VALLEY SUPPLY CO.	\$460.64

HOUSING KITSAP
SELF-HELP FAMILY A/P
MAY 2018

DATE	CHECK #	PAID TO	AMOUNT
5/7/2018	17271	LOWE'S HIW, INC.	\$65.40
5/16/2018	17272	HOME DEPOT #-2918	\$6,014.40
5/16/2018	17273	PUGET SOUND ENERGY	\$1,208.16
5/16/2018	17274	P U D NO. 1 OF KITSAP COUNTY	\$1,599.64
5/16/2018	17275	WASHINGTON STATE DEPARTMENT OF ECOLOGY	\$2,113.00
5/16/2018	17276	ASH CONSTRUCTION LLC	\$4,305.50
5/29/2018	17277	NICK HOFFMAN	\$89.68
5/29/2018	17278	KITSAP COUNTY PUBLIC WORKS	\$968.72
5/29/2018	17279	PUGET SOUND ENERGY	\$485.16
5/29/2018	17280	KITSAP COUNTY PUBLIC WORKS	\$74,954.00
TOTAL			\$232,606.92

HOUSING KITSAP
Transaction Edit Listing Between 05/01/2018 and 05/31/2018
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Bank Account RED BARN - OPERATING

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
05/01/2018	0000103010	ATWORK COMMERCIAL ENTERPRISES	PB		C	2,240.78	No	No
05/01/2018	0000103011	BREM-AIR DISPOSAL	PB		C	277.04	No	No
05/01/2018	0000103012	CATIE'S CREATIONS	PB		C	10.00	No	No
05/01/2018	0000103013	PUGET SOUND ENERGY	PB		C	2,812.21	No	No
05/01/2018	0000103014	QUORUS COMMERCIAL	PB		C	5,492.40	No	No
05/01/2018	0000103015	RED BARN REPLACEMENT RESERVE	PB		C	1,027.97	No	No
05/01/2018	0000103016	U.S. BANK	PB		C	248.63	No	No
05/01/2018	0000103017	WASHINGTON STATE	PB		C	5.90	No	No
05/07/2018	0000103018	CITY OF PORT ORCHARD	PB		C	9,101.50	No	No
05/07/2018	0000103019	THYSSENKRUPP ELEVATOR CORP.	PB		C	776.16	No	No
05/07/2018	0000103020	VERIZON WIRELESS	PB		C	28.54	No	No
05/07/2018	0000103021	WALLY'S WAX WORKS JANITORIAL	PB		C	260.00	No	No
05/07/2018	0000103022	XEROX CORPORATION	PB		C	45.52	No	No
05/14/2018	0000103023	KCCHA GENERAL FUND	PB		C	4,352.67	No	No
05/14/2018	0000103024	WAVE	PB		C	247.33	No	No
05/21/2018	0000103025	KCCHA GENERAL FUND	PB		C	4,872.20	No	No
05/21/2018	0000103026	SCOTT MCLENDON'S HARDWARE	PB		C	29.41	No	No
SubTotal					17	31,828.26		

HOUSING KITSAP
Transaction Edit Listing Between 05/01/2018 and 05/31/2018
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Bank Account DYE'S INLET - OPERATING

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
05/01/2018	0000804768	LOWE'S	PB		C	51.75	Yes	No
05/01/2018	0000804769	CASCADE NATURAL GAS CORP.	PB		C	116.94	Yes	No
05/01/2018	0000804770	CATIE'S CREATIONS	PB		C	10.00	Yes	No
05/01/2018	0000804771	CENTURYLINK	PB		C	64.25	Yes	No
05/01/2018	0000804772	DYE'S INLET REPLACMT. RESERVE	PB		C	464.64	Yes	No
05/01/2018	0000804773	PUGET SOUND ENERGY	PB		C	8.88	Yes	No
05/07/2018	0000804774	BREM-AIR DISPOSAL	PB		C	168.69	No	No
05/07/2018	0000804775	THYSSENKRUPP ELEVATOR CORP.	PB		C	982.02	Yes	No
05/07/2018	0000804776	VERIZON WIRELESS	PB		C	9.24	Yes	No
05/07/2018	0000804777	XEROX CORPORATION	PB		C	6.14	No	No
05/14/2018	0000804783	A-1 SERVICES, INC.	PB		C	453.49	No	No
05/14/2018	0000804784	KCCHA GENERAL FUND	PB		C	1,235.65	Yes	No
05/14/2018	0000804785	KITSAP COUNTY PUBLIC WORKS	PB		C	1,034.64	Yes	No
05/14/2018	0000804786	PUGET SOUND ENERGY	PB		C	253.92	Yes	No
05/14/2018	0000804787	WALLY'S WAX WORKS JANITORIAL	PB		C	265.00	No	No
05/21/2018	0000804788	HOME DEPOT CREDIT SERVICES	PB		C	49.72	Yes	No
05/21/2018	0000804789	KCCHA GENERAL FUND	PB		C	1,464.96	Yes	No
05/21/2018	0000804790	NORTHWEST TERMITE &	PB		C	43.50	No	No
SubTotal					18	6,683.43		

HOUSING KITSAP
Transaction Edit Listing Between 05/01/2018 and 05/31/2018
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Bank Account LIBERTY BAY - OPERATING

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
05/01/2018	0000905086	CATIE'S CREATIONS	PB		C	10.00	Yes	No
05/01/2018	0000905087	CENTURYLINK	PB		C	47.84	Yes	No
05/01/2018	0000905088	GREAT FLOORS LLC	PB		C	1,253.50	Yes	No
05/01/2018	0000905089	KCCHA GENERAL FUND	PB		C	1,947.46	Yes	No
05/01/2018	0000905090	LIBERTY BAY PROPERTY RESERVE	PB		C	605.12	Yes	No
05/01/2018	0000905091	NORTHWEST TREE SERVICE	PB		C	2,289.00	Yes	No
05/01/2018	0000905092	WEST SOUND UTILITY DISTRICT	PB		C	789.12	Yes	No
05/07/2018	0000905093	CENTURYLINK	PB		C	184.01	Yes	No
05/07/2018	0000905094	BREM-AIR DISPOSAL	PB		C	311.86	Yes	No
05/07/2018	0000905095	NORTH PERRY AVENUE	PB		C	532.40	Yes	No
05/07/2018	0000905096	VERIZON WIRELESS	PB		C	37.26	Yes	No
05/07/2018	0000905097	XEROX CORPORATION	PB		C	5.33	No	No
05/14/2018	0000905098	CINTAS FIRE 636525	PB		C	252.50	Yes	No
05/14/2018	0000905099	CLEAN-N-ROOTER	PB		C	384.77	Yes	No
05/14/2018	0000905100	GREENSHIELD HOME &	PB		C	110.00	Yes	No
05/14/2018	0000905101	KCCHA GENERAL FUND	PB		C	1,090.19	Yes	No
05/14/2018	0000905102	NORTHWEST TERMITE &	PB		C	136.25	Yes	No
05/14/2018	0000905103	PUGET SOUND ENERGY	PB		C	1,106.12	Yes	No
05/14/2018	0000905104	SILVERDALE PLUMBING & HEATING IN	PB		C	73.00	Yes	No
05/14/2018	0000905105	WALLY'S WAX WORKS JANITORIAL	PB		C	360.00	No	No
05/14/2018	0000905106	WAVE	PB		C	150.50	Yes	No
05/21/2018	0000905107	EM CLEANING SERVICES	PB		C	140.00	No	No
05/21/2018	0000905108	SCOTT MCLENDON'S HARDWARE	PB		C	95.81	No	No
05/01/2018	Z000000001	HOME DEPOT CREDIT SERVICES	PB		C	0.00	No	No
SubTotal					24	11,912.04		

HOUSING KITSAP
Transaction Edit Listing Between 05/01/2018 and 05/31/2018
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Bank Account HERITAGE - OPERATING

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
05/01/2018		APRIL 18 RENTAL DEPOSIT POSTED O	OC		H	837.00	Yes	No
05/01/2018	0000102850	LOWE'S	PB		C	48.65	Yes	No
05/01/2018	0000102851	CATIE'S CREATIONS	PB		C	32.00	Yes	No
05/01/2018	0000102852	GREAT FLOORS LLC	PB		C	2,354.40	Yes	No
05/01/2018	0000102853	PUGET SOUND ENERGY	PB		C	12.87	Yes	No
05/01/2018	0000102854	LISA SPONG	PB		C	105.28	Yes	No
05/01/2018	0000102855	WAVE	PB		C	148.80	Yes	No
05/07/2018	0000102856	SEARS COMMERCIAL ONE	PB		C	1,041.34	Yes	No
05/07/2018	0000102857	BREM-AIR DISPOSAL	PB		C	1,076.50	Yes	No
05/07/2018	0000102858	JENNIFER DI VITTO	PB		C	46.86	Yes	No
05/07/2018	0000102859	JOSE LINARES	PB		C	15.53	Yes	No
05/07/2018	0000102860	CITY OF PORT ORCHARD	PB		C	13,696.85	Yes	No
05/07/2018	0000102861	VERIZON WIRELESS	PB		C	48.00	Yes	No
05/07/2018	0000102862	WEST SOUND WORKFORCE, INC.	PB		C	2,250.32	Yes	No
05/14/2018	0000102863	OFFICE DEPOT	PB		C	140.08	Yes	No
05/14/2018	0000102864	Amber Ableman	PB		C	47.00	Yes	No
05/14/2018	0000102865	Andrea Bame	PB		C	90.00	Yes	No
05/14/2018	0000102866	Ruby Bowman	PB		C	50.00	Yes	No
05/14/2018	0000102867	Sandra Broadrick	PB		C	50.00	Yes	No
05/14/2018	0000102868	Nickie Burks	PB		C	39.00	No	No
05/14/2018	0000102869	BREM-AIR DISPOSAL	PB		C	560.41	Yes	No
05/14/2018	0000102870	Rolando Cruz	PB		C	45.00	No	No
05/14/2018	0000102871	Stefanie Grace	PB		C	50.00	No	No
05/14/2018	0000102872	Brandon Matthews	PB		C	17.00	No	No
05/14/2018	0000102873	MOCO, INC.	PB		C	387.00	Yes	No
05/14/2018	0000102874	Adrienne Olafsen	PB		C	50.00	Yes	No
05/14/2018	0000102875	PACIFIC OFFICE AUTOMATION	PB		C	27.25	Yes	No
05/14/2018	0000102876	PUGET SOUND ENERGY	PB		C	742.84	Yes	No
05/14/2018	0000102877	WEST SOUND WORKFORCE, INC.	PB		C	955.90	Yes	No
05/14/2018	0000102878	Bradley Woodcock	PB		C	50.00	No	No
05/21/2018	0000102879	KCCHA GENERAL FUND	PB		C	40,564.08	Yes	No
05/21/2018	0000102880	ROBISON PLUMBING SERVICE INC.	PB		C	775.29	Yes	No
05/21/2018	0000102881	SCOTT MCLENDON'S HARDWARE	PB		C	23.17	No	No
05/28/2018	0000102882	WAVE	PB		C	148.74	No	No
SubTotal					34	66,527.16		

HOUSING KITSAP
Transaction Edit Listing Between 5/1/2018 and 5/31/2018
Accounting

Bank Account VIEWMONT - OPERATING

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
5/1/2018	0000103739	CATIE'S CREATIONS	PB		C	32.00	Yes	No
5/1/2018	0000103740	GREAT FLOORS LLC	PB		C	327.00	Yes	No
5/1/2018	0000103741	KCCHA GENERAL FUND	PB		C	2,500.00	Yes	No
5/1/2018	0000103743	TOPLINE COUNTERS, LLC.	PB		C	604.95	Yes	No
5/1/2018	0000103744	VIEWMONT APTS-REPLACEMENT	PB		C	1,999.39	Yes	No
5/1/2018	0000103745	WEST SOUND UTILITY DISTRICT	PB		C	7,624.04	Yes	No
5/1/2018	0000103746	LOWE'S	PB		C	532.39	Yes	No
5/7/2018	0000103747	Bradley Ritchison	PB		C	13.00	Yes	No
5/7/2018	0000103748	BREM-AIR DISPOSAL	PB		C	2,518.84	Yes	No
5/7/2018	0000103749	Derek Brougham	PB		C	52.00	Yes	No
5/7/2018	0000103750	Edward McKee	PB		C	101.00	No	No
5/7/2018	0000103751	HOME DEPOT CREDIT SERVICES	PB		C	486.09	Yes	No
5/7/2018	0000103752	JOSE LINARES	PB		C	17.71	Yes	No
5/7/2018	0000103753	Melinda St. John	PB		C	52.00	Yes	No
5/7/2018	0000103754	Michelle Johnson	PB		C	15.00	No	No
5/7/2018	0000103755	PUGET SOUND ENERGY	PB		C	459.02	Yes	No
5/7/2018	0000103756	SANDVIK BUILDERS INC	PB		C	586.07	Yes	No
5/7/2018	0000103757	Sandy Mantanona	PB		C	52.00	Yes	No
5/7/2018	0000103758	Shannon Isbell	PB		C	4.00	No	No
5/7/2018	0000103759	Shawna Lowrie	PB		C	49.00	Yes	No
5/7/2018	0000103760	VERIZON WIRELESS	PB		C	63.38	Yes	No
5/7/2018	0000103761	WALLY'S WAX WORKS JANITORIAL	PB		C	90.00	No	No
5/7/2018	0000103762	XEROX CORPORATION	PB		C	83.90	Yes	No
5/14/2018	0000103763	KCCHA GENERAL FUND	PB		C	11,100.69	Yes	No
5/14/2018	0000103764	MANUEL R. TORRES	PB		C	36.08	Yes	No
5/21/2018	0000103765	HOME DEPOT CREDIT SERVICES	PB		C	144.33	Yes	No
5/21/2018	0000103766	KCCHA GENERAL FUND	PB		C	10,389.84	Yes	No
5/21/2018	0000103767	PUGET SOUND ENERGY	PB		C	57.65	Yes	No
5/21/2018	0000103768	SCOTT MCLENDON'S HARDWARE	PB		C	476.94	No	No
5/21/2018	0000103769	WAVE	PB		C	116.31	Yes	No
SubTotal				30		40,584.62		

HOUSING KITSAP
Transaction Edit Listing Between 05/01/2018 and 05/31/2018
Accounting

Bank Account RAILROAD- OPERATING

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
05/11/2018		ACH DR- USDA RD LOAN PAYMENT	OC		H	2,121.65	Yes	No
05/11/2018		ACH DR- USDA RD OVERAGE	OC		H	160.00	Yes	No
05/01/2018	0000002708	CATIE'S CREATIONS	PB		C	10.00	Yes	No
05/01/2018	0000002709	COMCAST	PB		C	78.52	Yes	No
05/07/2018	0000002710	Cassi Rhodelander	PB		C	18.00	No	No
05/07/2018	0000002711	CITY OF POULSBO	PB		C	1,561.06	Yes	No
05/07/2018	0000002712	JANA MCKINNEY	PB		C	30.00	Yes	No
05/07/2018	0000002713	KCCHA GENERAL FUND	PB		C	928.00	Yes	No
05/07/2018	0000002714	Melissa Weitzman	PB		C	71.00	Yes	No
05/07/2018	0000002715	NORTHWEST TERMITE &	PB		C	87.20	Yes	No
05/07/2018	0000002716	SONIA SCOTT	PB		C	6.70	Yes	No
05/07/2018	0000002717	VERIZON WIRELESS	PB		C	29.92	Yes	No
05/14/2018	0000002718	KCCHA GENERAL FUND	PB		C	1,804.44	Yes	No
05/14/2018	0000002719	PUGET SOUND ENERGY	PB		C	131.76	Yes	No
05/21/2018	0000002720	DEPARTMENT OF COMMERCE	PB		C	9,526.86	No	No
05/21/2018	0000002721	HD SUPPLY FACILITIES	PB		C	137.94	Yes	No
05/21/2018	0000002722	KCCHA GENERAL FUND	PB		C	928.00	Yes	No
05/28/2018	0000002723	JANA MCKINNEY	PB		C	15.00	No	No
SubTotal				18		17,646.05		

HOUSING KITSAP
Transaction Edit Listing Between 05/01/2018 and 05/31/2018
Accounting

Bank Account RD PROJECTS - OPERATING

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
05/11/2018		ACH DR- USDA RD LOAN PAYMENT	OC		H	2,076.37	No	No
05/11/2018		ACH DR- USDA RD OVERAGE	OC		H	158.00	No	No
05/01/2018	0000003848	ANCHOR BANK	PB		C	6,162.66	Yes	No
05/01/2018	0000003849	CATIE'S CREATIONS	PB		C	72.00	Yes	No
05/01/2018	0000003850	COMCAST	PB		C	176.55	Yes	No
05/01/2018	0000003851	GREAT FLOORS LLC	PB		C	2,005.00	Yes	No
05/01/2018	0000003852	HOME DEPOT CREDIT SERVICES	PB		C	7.45	Yes	No
05/01/2018	0000003853	HOUSING ASSISTANCE COUNCIL	PB		C	6,533.71	Yes	No
05/01/2018	0000003854	OFFICE DEPOT	PB		C	12.01	Yes	No
05/01/2018	0000003855	PUGET SOUND ENERGY	PB		C	330.61	Yes	No
05/01/2018	0000003856	RELIABLE PARTS	PB		C	114.07	Yes	No
05/01/2018	0000003857	USDA - RD REPLACEMENT RESERVE	PB		C	4,356.00	Yes	No
05/01/2018	0000003858	WASHINGTON STATE	PB		C	2,962.06	Yes	No
05/07/2018	0000003859	Allen Adams	PB		C	481.50	Yes	No
05/07/2018	0000003860	AUTOMATIC ENTRIES, INC.	PB		C	165.00	Yes	No
05/07/2018	0000003861	BAINBRIDGE DISPOSAL INC.	PB		C	1,015.66	Yes	No
05/07/2018	0000003862	CENTURYLINK COMMUNICATIONS, LLC	PB		C	1.15	Yes	No
05/07/2018	0000003863	CITY OF BAINBRIDGE ISLAND	PB		C	9,982.88	Yes	No
05/07/2018	0000003864	CITY OF POULSBO	PB		C	4,375.67	Yes	No
05/07/2018	0000003865	COMCAST	PB		C	630.55	Yes	No
05/07/2018	0000003866	HOME DEPOT CREDIT SERVICES	PB		C	536.10	Yes	No
05/07/2018	0000003867	JANA MCKINNEY	PB		C	470.00	Yes	No
05/07/2018	0000003868	JENNIFER DI VITTO	PB		C	170.76	Yes	No
05/07/2018	0000003869	JULIETTE BARBER	PB		C	25.05	Yes	No
05/07/2018	0000003870	KCCHA GENERAL FUND	PB		C	29,643.75	Yes	No
05/07/2018	0000003871	NORTHWEST TERMITE &	PB		C	470.00	Yes	No
05/07/2018	0000003872	OFFICE DEPOT	PB		C	18.57	Yes	No
05/07/2018	0000003873	RODDA PAINT COMPANY	PB		C	105.89	Yes	No
05/07/2018	0000003874	SONIA SCOTT	PB		C	50.00	Yes	No
05/07/2018	0000003875	SONIA SCOTT	PB		C	27.01	Yes	No
05/07/2018	0000003876	SURFACE RENEW INC.	PB		C	1,494.94	Yes	No
05/07/2018	0000003877	THYSSENKRUPP ELEVATOR CORP.	PB		C	1,511.82	Yes	No
05/07/2018	0000003878	VERIZON WIRELESS	PB		C	157.13	Yes	No
05/14/2018	0000003879	JULIETTE BARBER	PB		C	41.75	Yes	No
05/14/2018	0000003880	CENTURYLINK	PB		C	40.68	Yes	No
05/14/2018	0000003881	KCCHA GENERAL FUND	PB		C	24,411.75	Yes	No
05/14/2018	0000003882	JANA MCKINNEY	PB		C	235.00	Yes	No
05/14/2018	0000003883	MOCO, INC.	PB		C	129.00	Yes	No
05/14/2018	0000003884	PUGET SOUND ENERGY	PB		C	1,539.60	Yes	No
05/14/2018	0000003885	SUSEYI PRO MOVING COMPANY	PB		C	5,275.00	Yes	No
05/14/2018	0000003886	THYSSENKRUPP ELEVATOR CORP.	PB		C	834.75	Yes	No
05/14/2018	0000003887	MANUEL R. TORRES	PB		C	17.06	Yes	No
05/21/2018	0000003888	CENTURYLINK	PB		C	200.64	Yes	No
05/21/2018	0000003889	DEPT. OF LABOR & INDUSTRIES	PB		C	114.10	Yes	No
05/21/2018	0000003890	ESTATE OF GLADYS CARROLL	PB		C	524.00	Yes	No
05/21/2018	0000003891	HD SUPPLY FACILITIES	PB		C	1,064.54	Yes	No
05/21/2018	0000003892	HOME DEPOT CREDIT SERVICES	PB		C	1,162.08	Yes	No
05/21/2018	0000003893	KCCHA GENERAL FUND	PB		C	28,587.39	Yes	No

HOUSING KITSAP
Transaction Edit Listing Between 05/01/2018 and 05/31/2018
Accounting

Bank Account RD PROJECTS - OPERATING

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
05/21/2018	0000003894	PUGET SOUND ENERGY	PB		C	467.42	Yes	No
05/21/2018	0000003895	RODDA PAINT COMPANY	PB		C	623.34	Yes	No
05/28/2018	0000003896	JANA MCKINNEY	PB		C	250.00	Yes	No
05/28/2018	0000003897	PACIFIC OFFICE AUTOMATION	PB		C	96.06	Yes	No
05/28/2018	0000003898	PUGET SOUND ENERGY	PB		C	17.67	Yes	No
05/28/2018	0000003899	WASHINGTON STATE	PB		C	403.37	Yes	No
SubTotal				54		142,335.12		

HOUSING KITSAP

Transaction Edit Listing Between 5/1/2018 and 5/31/2018

Accounting

Bank Account KITSAP APT - OPERATING

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
5/1/2018	0000015569	BREM-AIR DISPOSAL	PB		C	754.71	Yes	No
5/1/2018	0000015570	CASCADE NATURAL GAS CORP.	PB		C	116.42	Yes	No
5/1/2018	0000015571	CATIE'S CREATIONS	PB		C	113.00	Yes	No
5/1/2018	0000015572	CINTAS FIRE 636525	PB		C	114.45	Yes	No
5/1/2018	0000015573	CITY OF BREMERTON	PB		C	2,868.85	Yes	No
5/1/2018	0000015574	HD SUPPLY FACILITIES	PB		C	135.91	Yes	No
5/1/2018	0000015575	HOME DEPOT CREDIT SERVICES	PB		C	33.72	Yes	No
5/1/2018	0000015576	J.V. MANUFACTURING, INC.	PB		C	811.52	Yes	No
5/1/2018	0000015577	KITSAP APARTMENTS	PB		C	6,753.18	Yes	No
5/1/2018	0000015578	KITSAP P.U.D. #1	PB		C	1,876.24	Yes	No
5/1/2018	0000015579	OLYMPIC HOME AND PROPERTY SERV	PB		C	654.00	Yes	No
5/1/2018	0000015580	PACIFIC WELDING SUPPLIES LLC	PB		C	27.50	Yes	No
5/1/2018	0000015581	PUGET SOUND ENERGY	PB		C	252.31	Yes	No
5/1/2018	0000015582	U.S. BANK	PB		C	2,006.76	Yes	No
5/1/2018	0000015583	WEST SOUND UTILITY DISTRICT	PB		C	6,674.70	Yes	No
5/1/2018	0000015584	WEST SOUND WORKFORCE, INC.	PB		C	997.32	Yes	No
5/7/2018	0000015585	1-800-GOT-JUNK	PB		C	235.17	Yes	No
5/7/2018	0000015586	BREM-AIR DISPOSAL	PB		C	178.60	Yes	No
5/7/2018	0000015587	CINTAS FIRE 636525	PB		C	671.17	Yes	No
5/7/2018	0000015588	CLEAN-N-ROOTER	PB		C	400.03	Yes	No
5/7/2018	0000015589	GREAT FLOORS LLC	PB		C	1,580.50	Yes	No
5/7/2018	0000015590	GREENSHIELD HOME &	PB		C	2,390.00	Yes	No
5/7/2018	0000015591	LOWE'S	PB		C	43.76	Yes	No
5/7/2018	0000015592	NORTHWEST TERMITE &	PB		C	245.25	Yes	No
5/7/2018	0000015593	OLYMPIC HOME AND PROPERTY SERV	PB		C	2,043.75	Yes	No
5/7/2018	0000015594	PUGET SOUND ENERGY	PB		C	479.26	Yes	No
5/7/2018	0000015595	SEARS COMMERCIAL ONE	PB		C	451.65	Yes	No
5/7/2018	0000015596	SURFACE RENEW INC.	PB		C	2,321.58	Yes	No
5/7/2018	0000015597	VERIZON WIRELESS	PB		C	115.38	Yes	No
5/7/2018	0000015598	WEST SOUND WORKFORCE, INC.	PB		C	1,898.61	Yes	No
5/7/2018	0000015599	XEROX CORPORATION	PB		C	39.51	Yes	No
5/14/2018	0000015600	BREM-AIR DISPOSAL	PB		C	1,586.11	Yes	No
5/14/2018	0000015601	CENTURYLINK	PB		C	299.70	Yes	No
5/14/2018	0000015602	CENTURYLINK	PB		C	305.82	Yes	No
5/14/2018	0000015603	FOR RENT MEDIA SOLUTIONS	PB		C	1,034.88	Yes	No
5/14/2018	0000015604	GREAT FLOORS LLC	PB		C	4,129.53	Yes	No
5/14/2018	0000015605	KCCHA GENERAL FUND	PB		C	24,306.41	Yes	No
5/14/2018	0000015606	KITSAP COUNTY PUBLIC WORKS	PB		C	7,544.52	Yes	No
5/14/2018	0000015607	MANUEL R. TORRES	PB		C	114.69	Yes	No
5/14/2018	0000015608	MOCO, INC.	PB		C	1,333.00	Yes	No
5/14/2018	0000015609	OFFICE DEPOT	PB		C	88.06	Yes	No
5/14/2018	0000015610	PACIFIC OFFICE AUTOMATION	PB		C	27.25	Yes	No
5/14/2018	0000015611	PUGET SOUND ENERGY	PB		C	880.28	Yes	No
5/14/2018	0000015612	QUINTON GREENHAGEN	PB		C	22.62	No	No
5/14/2018	0000015613	WAVE	PB		C	110.14	Yes	No
5/14/2018	0000015614	WEST SOUND WORKFORCE, INC.	PB		C	1,439.16	Yes	No
5/21/2018	0000015615	ADRIAN HERNANDEZ	PB		C	17.00	No	No
5/21/2018	0000015616	CENTURYLINK	PB		C	120.52	Yes	No

HOUSING KITSAP
Transaction Edit Listing Between 5/1/2018 and 5/31/2018
Accounting

Bank Account KITSAP APT - OPERATING

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
5/21/2018	0000015617	HD SUPPLY FACILITIES	PB		C	2,327.72	Yes	No
5/21/2018	0000015618	HOME DEPOT CREDIT SERVICES	PB		C	42.44	Yes	No
5/21/2018	0000015619	KCCHA GENERAL FUND	PB		C	28,852.34	Yes	No
5/21/2018	0000015620	LOWE'S	PB		C	387.56	Yes	No
5/21/2018	0000015621	PACIFIC WELDING SUPPLIES LLC	PB		C	27.50	Yes	No
5/21/2018	0000015622	PUGET SOUND ENERGY	PB		C	846.79	Yes	No
5/21/2018	0000015623	RELIABLE PARTS	PB		C	158.96	Yes	No
5/21/2018	0000015624	RODDA PAINT COMPANY	PB		C	790.97	Yes	No
5/21/2018	0000015625	WEST SOUND WORKFORCE, INC.	PB		C	3,985.51	Yes	No
SubTotal				57		118,064.29		

Run By: MA

HOUSING KITSAP
Transaction Edit Listing Between 05/01/2018 and 05/31/2018
Accounting

Bank Account SHOP - CONVERTED

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
05/21/2018	0000000293	HIS HANDS LAWN CARE & SERVICES I	PB		C	570.83	No	No
05/21/2018	0000000294	PUGET SOUND ENERGY	PB		C	53.45	No	No
SubTotal				2		624.28		

Run By: MA

HOUSING KITSAP
Transaction Edit Listing Between 05/01/2018 and 05/31/2018
Accounting

Bank Account SHOP - REVOLVED

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
05/23/2018		WIRE TRANSFER- HK G/F (FORGIVEN	OC		H	59,333.00	Yes	No
SubTotal					1	59,333.00		



Board of Commissioners

Agenda Item Summary

MEETING DATE: July 24, 2018

AGENDA ITEM: 4.A.

AGENDA TITLE: CONSIDERATION OF A MOTION TO APPROVE RESOLUTION 2018-07 APPROVAL OF THE HOUSING KITSAP ANNUAL BUDGET FOR FISCAL YEAR 2019.

SUBMITTED BY: Wendy Dutenhoeffer

TITLE: Director of BTR

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS:

Resolution 2018-07 and Revised Budget Summary

STRATEGIC PLAN LINK: Supports Goals 1-5

FISCAL IMPACT: None

RECOMMENDATION: Approval of the resolution.

SUMMARY STATEMENT:

There are two updates requested to be changed from the original budget reviewed at the June 26, 2018 Board meeting. The changes are detailed in the attachment.

RECOMMENDED ACTION:

Approve Resolution 2018-07 Approval of the Housing Kitsap Annual Fiscal Year 2019 Budget.

A. Consideration of a Motion to approve Resolution 2018-07 Approval of the Housing Kitsap Annual Budget for Fiscal Year 2019. (Wendy Dutenhoeffer)

There were two small changes made to the 2019 budget draft -- \$4,500 was added to software fees for the additional of the MRI corporate financial module and \$30,000 was added to Business and Technology salaries to include the ongoing temporary employee salaries. An updated HK Operations budget is attached and the footnotes changes are as follows:

1st Draft:

4110-08 – Salaries & Wages – Business & Technology: Included in this line item are the salary and wages for finance, information technology, human resources, and accounting. They are estimated at **\$571,066**.

Subscription/Service	# of Licenses	Cost per License	Total Cost – Per Year
Symantec Endpoint Protection	19	18.57	353
Office 365 + Microsoft CALs	19	290.50	5,520
TeleMessage	8	42.00	336
MRI / Boston Post	20		32,545
Windows Server Standard Licenses [includes (1) System Center Configuration Manager]			1,002
Page Freezer Archiving for Housing Kitsap [Social Media]	N/A	N/A	3,600
TeamViewer Licensing	N/A	N/A	2,000
Cicso Support for Firewall	N/A	N/A	1,100

Revised Draft:

4110-08 – Salaries & Wages – Business & Technology: Included in this line item are the salary and wages for finance, information technology, human resources, and accounting. They are estimated at \$601,066.

Subscription/Service	# of Licenses	Cost per License	Total Cost – Per Year
Symantec Endpoint Protection	19	18.57	353
Office 365 + Microsoft CALs	19	290.50	5,520
TeleMessage	8	42.00	336
MRI / Boston Post	20		37,045
Windows Server Standard Licenses [includes (1) System Center Configuration Manager]			1,002
Page Freezer Archiving for Housing Kitsap [Social Media]	N/A	N/A	3,600
TeamViewer Licensing	N/A	N/A	2,000
Cicso Support for Firewall	N/A	N/A	1,100

**Housing Kitsap
General Operating Budget - 5000-9901
Fiscal Year July 1, 2018 - June 30, 2019**

City Contracts:

Account	Account Description	FY 2018 Budget	FY 2019 Budget	Difference
REVENUE				
<u>FEES EARNED</u>				
3203-01	Administrative Fees Earned	57,153	57,153	0
3203-02	Management Fees Earned	417,384	455,580	38,196
3203-04	Asset Management Fees Earned	0	0	0
3203-05	Developer Fees Earned	0	0	0
3203-06	Bond Fees Earned	11,550	11,550	0
3203-07	Commissions	0	0	0
3203-10	Bookkeeping Fees Earned	0	0	0
3203-11	Public Housing Admin Fee Earned	0	30,000	30,000
3203-12	Payroll Processing Fees Earned	0	0	0
3203-13	NMTC Consulting Fees Earned	25,000	0	(25,000)
3203-14	Partnership Admin Fees Earned	184,721	184,821	100
3203-16	Investor Services	0	0	0
3203-18	Tax Credit Monitoring Fees Earned	26,965	0	(26,965)
3203-19	Tenant Services Fees Earned	13,188	13,452	264
3203-20	Project Management Fees Earned	0	0	0
	TOTAL FEES EARNED	735,961	752,556	16,595
<u>INTEREST EARNED</u>				
3207-01	Section 8 Interest Income	1,150	1,870	720
3207-02	Investment Interest Income	11,000	3,000	(8,000)
3207-03	Mortgage Interest Income	50,000	397,373	347,373
3207-04	General Investments Interest Income	2,000	125	(1,875)
	TOTAL INTEREST INCOME	64,150	402,368	338,218
<u>OTHER</u>				
3215-01	CDBG SHOP Revolved / Forgiven Loans	320,000	145,000	(175,000)
3215-08	Indirect Expenses	203,847	125,542	(78,305)
3215-09	Leased Space - NDGC	17,220	17,220	0
3215-10	Closing Proceeds - Self-Help	300,000	300,000	0
3215-11	Owner Distribution from Properties	312,109	134,108	(178,001)
3215-12	PILOT from Public Housing	26,000	26,000	0
3215-13	Land Lease Collected	84	84	0
	TOTAL OTHER REVENUE	1,179,260	747,954	(431,306)
	TOTAL REVENUE	1,979,371	1,902,878	(76,493)

**Housing Kitsap
General Operating Budget - 5000-9901
Fiscal Year July 1, 2018 - June 30, 2019**

City Contracts:

Account	Account Description	FY 2018 Budget	FY 2019 Budget	Difference
EXPENSES				
<u>SALARIES</u>				
4110-05	Salaries & Wages - Administrative	321,785	231,650	(90,135)
4110-08	Salaries & Wages - Business & Technology	888,669	601,066	(287,603)
4110-09	Salaries & Wages - Real Estate/Housing	245,943	346,443	100,500
	Total Salaries	1,456,397	1,179,159	(277,238)
<u>BENEFITS</u>				
4113-01	Retirement - PERS	180,876	142,740	(38,136)
4113-02	Voya - 457(b)	43,341	29,360	(13,981)
4113-03	Health Savings Account	28,822	22,816	(6,006)
4113-04	Medical Insurance	144,371	127,180	(17,191)
4113-05	Dental Insurance	30,435	25,021	(5,414)
4113-06	State Unemployment	19,792	8,597	(11,195)
4113-07	Workers' Compensation (L&I)	43,341	35,067	(8,274)
4113-08	Life Insurance - Group Life / AD&D / LTD	5,703	4,434	(1,269)
4113-09	Social Security / Medicare	20,946	17,217	(3,729)
4113-10	Vision Insurance	2,976	2,976	0
	Total Benefits	520,603	415,408	(105,195)
	TOTAL SALARIES & BENEFITS	1,977,000	1,594,567	(382,433)
<u>OPERATING EXPENSES</u>				
	EXPENSES MAIN OFFICE - 2244 NW BUCKLIN HILL RD			
4128-01	Electricity	6,765	7,330	565
4128-03	Water	1,955	900	(1,055)
4128-04	Sewer	1,500	840	(660)
4128-05	Trash Removal	3,092	2,940	(152)
4128-06	Telephone	5,600	7,504	1,904
4128-07	Internet [includes Records - 9265 Bayshore]	11,100	7,200	(3,900)
4128-08	Cleaning & Janitorial	9,350	10,800	1,450
4128-09	Maintenance & Repairs	2,500	2,500	0
4128-11	HVAC	2,376	3,110	734
4128-12	Common Area Maintenance Fees	5,766	7,688	1,922
4128-13	Keys & Locks	200	200	0
4128-14	Security / Fire / Life Safety	1,380	1,500	120
4128-15	Building Insurance	2,117	2,638	521
	Total Main Office	53,701	55,150	1,449

**Housing Kitsap
General Operating Budget - 5000-9901
Fiscal Year July 1, 2018 - June 30, 2019**

City Contracts:

Account	Account Description	FY 2018 Budget	FY 2019 Budget	Difference
EXPENSES - 9191 WASHINGTON AVE NW				
4132-01	Utilities	5,157	6,360	1,203
4132-02	Telephone	821	1,060	239
4132-03	Security / Life-Safety	420	420	0
4132-04	Repair & Maintenance	1,200	300	(900)
4132-05	Insurance	834	834	0
4132-06	Flood Insurance	2,103	2,200	97
	Total 9191	10,535	11,174	639
EXPENSES RECORDS OFFICE - 9265 BAYSHORE DR NW				
4133-01	Utilities	636	850	214
4133-02	Telephone	1,493	1,758	265
4133-03	Security / Life-Safety	720	500	(220)
4133-05	Insurance	217	217	0
	Total Records Office	3,066	3,325	259
VEHICLES				
4148-01	Repair & Maintenance	2,400	3,000	600
4148-02	Fuel	329	329	0
4148-03	Vehicle Insurance	2,864	2,864	0
4148-04	Tires	500	0	(500)
	Total Fleet	6,093	6,193	100
OFFICE SUPPLIES				
4152-01	Office	3,000	7,430	4,430
4152-03	Computer Peripherals	500	500	0
4152-04	Copier Maintenance Agreements	7,524	12,764	5,240
4152-05	Toner & Ink	500	500	0
4152-06	Postage & Courier	3,000	5,600	2,600
4152-07	Professional Printing	800	800	0
4152-08	Miscellaneous Office Equipment	300	300	0
4152-09	Furniture (under \$700)	0	0	0
	Total Office Supplies	15,624	27,894	12,270
HUMAN RESOURCES				
4154-01	Recruiting	500	500	0
4154-02	Morale/Awards	2,500	2,500	0
4154-04	Training - Block & Onboarding	2,000	2,000	0
4154-08	Employee Engagement	1,000	1,000	0
	Total Human Resources	6,000	6,000	0

**Housing Kitsap
General Operating Budget - 5000-9901
Fiscal Year July 1, 2018 - June 30, 2019**

City Contracts:

Account	Account Description	FY 2018 Budget	FY 2019 Budget	Difference
TRAINING				
4155-01	Administrative Training & Travel	1,600	1,600	0
4155-02	Business & Technology Training & Travel	6,000	3,600	(2,400)
4155-03	Real Estate Housing Training & Travel	18,010	11,510	(6,500)
4155-04	General Agency Training	40,000	20,000	(20,000)
Total Training		65,610	36,710	(28,900)
INFORMATION TECHNOLOGY				
4157-01	Software Maintenance/Subscriptions	26,866	50,956	24,090
4157-02	Computers/Printers - Non Capital Purchase	0	1,200	1,200
4157-03	IT Consultants	5,000	5,000	0
4157-04	Cellular Phone Service	6,280	6,000	(280)
4157-05	Website Hosting / Maintenance	195	1,300	1,105
4157-06	Intranet	1,000	1,200	200
Total Information Technology		39,341	65,656	26,315
PROFESSIONAL ORGANIZATIONS				
4160-01	Professional Publications	615	500	(115)
4160-02	Dues / Memberships	10,275	10,275	0
Total Organizations		10,890	10,775	(115)
PROFESSIONAL FEES				
4175-08	Accounting Services - Outside	0	0	0
4175-09	Legal Fees	30,000	30,000	0
4175-10	Bank Fees	6,000	6,000	0
4175-11	Audit Expense	65,844	70,000	4,156
4175-12	Bad Debt	0	0	0
4175-13	Public Relations	1,200	500	(700)
4175-14	Document Management	150	150	0
4175-15	Project Management Fees	0	0	0
4175-16	Investor/Financial Services	0	0	0
4175-17	Payroll Processing Fees	3,724	3,103	(621)
4175-18	Business Licenses	200	200	0
4175-19	Other Professional / Consulting	2,289	2,289	0
4175-20	Other Taxes & Licenses	0	0	0
4175-21	BGCOA Dues - Leased 5th Floor	9,561	13,440	3,879
4175-23	RD - Overage Charge		0	0
Total Professional Fees		118,968	125,682	6,714

**Housing Kitsap
General Operating Budget - 5000-9901
Fiscal Year July 1, 2018 - June 30, 2019**

		City Contracts:		
Account	Account Description	FY 2018 Budget	FY 2019 Budget	Difference
	INSURANCE			
4181-03	General Liability	15,828	16,619	791
4181-08	Other	0	0	0
	Total Insurance	15,828	16,619	791
	CONTINGENCY			
4183-01	Contingency for Operations	0	0	0
	Total Contingency	0	0	0
	TOTAL EXPENSES BEFORE DEBT SERVICE	2,322,656	1,959,745	(362,911)
				0
	Net Income (Loss) before Debt Service	(343,285)	(56,867)	286,418
	LONG-TERM DEBT			
4198-01	County Loan Agreement	71,250	71,250	0
4198-02	National Loan Acquisitions Company (LOC)	144,000	156,000	12,000
	Total Long-Term Debt	215,250	227,250	12,000
	TOTAL OPERATING EXPENSES	2,537,906	2,186,995	(350,911)
				0
	TOTAL INCOME (LOSS)	(558,535)	(284,117)	274,418

**Housing Kitsap
General Operating Budget - 5000-9901
Fiscal Year July 1, 2018 - June 30, 2019**

		City Contracts:		
Account	Account Description	FY 2018 Budget	FY 2019 Budget	Difference
<u>CAPITAL EXPENSES</u>				
	VEHICLES			
5000-01	Vehicle Purchase	0	0	0
	Total Vehicles	0	0	0
	COMPUTERS/ TECHNOLOGY			
5025-01	Computers / Printers / Software	35,000	35,000	0
5025-02	Servers & Infrastructure	5,000	5,000	0
	Total Computers	40,000	40,000	0
	ADMINISTRATION			
5030-01	Office Equipment	0	0	0
5030-02	Furniture	0	0	0
	Total Administration	0	0	0
	CAPITAL - DEPARTMENTS			
5040-01	Real Estate & Housing	0	0	0
5040-02	Business & Technology	0	0	0
5040-03	Development	0	0	0
5040-04	Self-Help	0	0	0
	Total Departments	0	0	0
	PHYSICAL PLANT - 2244 NW Bucklin Hill Rd			
5050-01	Roof Replacement	0	0	0
5050-02	HVAC Replacement	0	0	0
5050-03	Parking Lot	0	0	0
5050-04	Electrical & Plumbing	0	0	0
	Total Physical Plant	0	0	0
	TOTAL CAPITAL EQUIPMENT	40,000	40,000	0
	TOTAL OPERATING & CAPITAL	2,577,906	2,226,995	(350,911)
	TOTAL INCOME (LOSS)	(598,535)	(324,117)	274,418
ANTICIPATED - FACILITATOR'S 1-TIME DISTRIBUTION			651,000	
ANTICIPATED - INCOME (LOSS) w/DISTRIBUTION			326,883	

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY
dba HOUSING KITSAP**

RESOLUTION 2018-07

**APPROVAL OF THE HOUSING KITSAP ANNUAL BUDGET FOR FISCAL YEAR
2019 (JULY 1, 2018 – JUNE 30, 2019)**

WHEREAS, The staff of Housing Kitsap (the “Authority”) have submitted the Authority’s FY 2019 proposed annual budget as of July 24, 2018;

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires the Board to certify approval of the Authority’s annual operating budget;

WHEREAS, the Housing Kitsap Board of Commissioners have reviewed and provided input on the Authority’s proposed FY 2019 annual budget;

NOW, AND THEREFORE, BE IT RESOLVED, that the Housing Kitsap Board of Commissioners hereby approves, and authorizes the Executive Director to implement the proposed FY 2019 annual budget totaling \$13,338,166.

ADOPTED, by Housing Kitsap Board of Commissioners at a regular open public meeting this 24th day of July, 2018.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Rob Putaansuu, Chair

ATTEST:

By: _____
Stuart Grogan, Executive Director



Board of Commissioners

Agenda Item Summary

MEETING DATE: July 24, 2018

AGENDA ITEM: 4.B.

AGENDA ITEM: CONSIDERATION OF A MOTION TO APPROVE RESOLUTION 2018-08 APPROVING THE MODIFICATION TO THE DEED TO TRUST AND LOAN EXTENSION AGREEMENT WITH NATIONAL LOAN ACQUISITIONS COMPANY WHO PURCHASED US BANK LINE OF CREDIT AND LOAN EXTENSIONS.

SUBMITTED BY: Wendy Dutenhoeffer

TITLE: CFO/Deputy Executive Director

Reviewed and approved for inclusion in the packet by: Stuart Grogan

ATTACHMENTS: Resolution 2018-08, Loan Extension Agreement, Modification to Deed of Trust

STRATEGIC PLAN LINK: 1.1.1

FISCAL IMPACT: In the modification of the loan agreement, there will be an increase of the interest rate by 2.52% for 36 months and an additional 1% increase for the following 47.25 months and a decrease in monthly payment (~300) for the next 36 months;

RECOMMENDATION: Approve

SUMMARY STATEMENT:

Housing Kitsap's LOC with US Bank originated in 2004 and has been extended and modified multiple times.

US Bank sold the Notes to National Loan Acquisitions who has proposed a long-term modification.

RECOMMENDED ACTION:

Motion to approve Resolution 2018-08

LOAN EXTENSION AGREEMENT

THIS Loan Extension Agreement (the “**Agreement**”) is dated and effective as of June 10, 2018, and is entered into by and among National Loan Acquisitions Company (“**Lender**”) and Kitsap County Consolidated Housing Authority (“**Borrower**”).

RECITALS

A. Borrower is indebted to Lender pursuant to two Revolving Obligation Revenue Notes (one Revolving Line of Credit Revenue Note, 2006, Series A, Note No.SA-1 and one Revolving Line of Credit Revenue Note, 2006, Series B, Note No. SB-1) in an aggregate sum that was originally not to exceed \$3,000,000.00 each dated September 29, 2006 (collectively the “**Notes**”).

B. The Notes are subject to several extension agreements. The most recent extension agreement is the Extension Agreement Kitsap County Consolidated Housing Authority Dated As of March 10, 2015 (“**Extension Agreement**”). Pursuant to the Extension Agreement, the maturity date of the Notes was extended to **June 10, 2016**.

C. To secure the repayment of the Notes, Borrower as Grantor executed a Deed of Trust in which Borrower conveyed to U.S. Bank Trust Company, N.A., as Trustee, for the benefit of U.S. Bank National Association as Beneficiary, all of Borrower’s right, title, and interest in certain real property and improvements located in Kitsap County, Washington, and located on North Almira Dr., Bremerton, WA 98311 (the “**Property**”). The Deed of Trust is dated April 5, 2011, and was recorded on May 19, 2011, with the Kitsap County Auditor under Recording No. 201105190033 (“**Deed of Trust**”).

D. The Notes, the Deed of Trust, and all related loan documents, including a Negative Pledge Agreement recorded with the Kitsap County Auditor under Recording No.201611140408, shall hereinafter be collectively referred to as the “**Loan Documents**.”

Lender purchased the Loan Documents from U.S. Bank National Association and Lender is the present owner and holder of the Loan Documents and any reference to U.S. Bank National Association, or any abbreviation thereof, or by reference to, including, but not limited to Bank, Lender, Grantee, or Beneficiary in the Loan Documents refers to National Loan Acquisitions Company.

E. The Loan Documents remain valid and enforceable and in full force and effect except as provided herein.

F. Lender and Borrower wish to extend the Notes pursuant to the terms and conditions of this Agreement as provided below.

NOW, THEREFORE, based on the Recitals (which are hereby incorporated into, acknowledged by Borrower and made a part of the Agreement by this reference), and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties enter into the Agreement below.

AGREEMENT

1. **Capitalized Terms.** The capitalized terms contained herein and in the Recitals shall be deemed to have the same meanings as set forth in the Loan Documents, unless otherwise defined herein.

2. **Due and Payable and Balance.** The Notes are currently due and payable in full and are not subject to defense, counterclaim, or offset and Lender may commence enforcement and foreclosure action as allowed by law and/or as described in the Loan Documents, in such manner as it, in its sole discretion, shall determine.

Borrower acknowledges that Lender has no further obligation to advance any additional funds under the Notes.

As of June 10, 2018 the outstanding balance on the Notes is as follows:

<u>Principal:</u>	\$849,829.45
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3. **Modification of Certain Notes Provisions.** The Notes are modified as follows:

3.1. The principal of the Notes shall accrue non-default interest at the following fixed rates:

7.5% per annum from the June 10, 2018 Agreement until June 9, 2021; and
8.5% per annum from June 10, 2021 until the Maturity Date as defined below.

Upon default, default interest shall accrue at the rate of 12.5% per annum during the period of default of June 10, 2018 through June 9, 2021 and at the rate of 13.5% per annum during the period of default thereafter.

3.2. On the tenth (10th) day of each month commencing on July 10, 2018 Borrower shall make monthly principal and interest payments of \$13,000.00 through and including June 10, 2021 for a total of thirty-six (36) such payments;

3.3. On the tenth (10th) day of each month commencing on July 10, 2021 Borrower shall make monthly principal and interest payments of \$13,500.00 through and including June 10, 2025 for a total of forty-eight (48) such payments.

3.4. The maturity date of the Notes is amended to be **July 10, 2025** (“**Maturity Date**”) at which time the entire outstanding principal balance of the Notes, plus accruing interest, default interest, and any and all attorneys’ fees and costs owing under the Notes shall be immediately due and payable.

3.5. Borrower may prepay all or any portion of the principal of the Notes, provided, any partial prepayment shall be applied against the principal amount outstanding and shall not postpone the due date of any subsequent installments or change the amount of such installments and any such principal prepayment may not be reborrowed by Borrower.

4. **Conditions.** The validity and enforcement of this Agreement shall be additionally subject to the following conditions:

4.1 **Execution of the Agreement.** This Agreement must be executed by both Lender and Borrower.

4.2 **Costs.** Borrower shall pay Lender all attorneys' fees and costs and related charges incurred by Lender with regard to the drafting of this Agreement, including any recording fees.

4.3 **Resolutions; Resolutions.** Lender shall receive certified copies of all duly adopted resolutions of Borrower that Lender may require.

4.4 **Modification to Deed of Trust.** Borrower shall execute and provide to Lender a Modification to Deed of Trust, modifying the Deed of Trust to identify and reference this Agreement, in a form acceptable to Lender.

5. **Representations and Warranties.** Borrower hereby represents and warrants to Lender as follows:

5.1 **Authority.** Borrower has the full power and authority to enter into and execute this Agreement and to perform all obligations required by this Agreement, and Borrower is entering into this Agreement voluntarily and without duress from any party.

6. **No Event of Default.** There is no uncured Event of Default as defined in the Loan Documents, nor any event, circumstance or condition, which, with notice or passage of time or both, would constitute an Event of Default.

7. **Reaffirmation of Loan Documents.** All representations and warranties made by Borrower in this Agreement and the Loan Documents are true and correct, and all such representations and warranties made in the Loan Documents are hereby renewed and reaffirmed, and all the provisions in the Loan Documents, as amended by this Agreement, are hereby reaffirmed and ratified.

8. **General Provisions.**

8.1 **Other Terms Unchanged.** The provisions of Loan Agreement, the Notes, and the other Loan Documents shall remain in full force and effect except as modified by this Agreement.

8.2 **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and together shall be deemed one document.

8.3 **Headings.** The section and subsection headings contained in this Agreement are for convenience only and shall not be deemed to have modified, expanded, or limited the provisions of this Agreement.

8.4 **Other Documents.** Borrower agrees to execute any and all other documents and shall provide Lender with such further assurances that Lender may request to more fully carry out the provisions of this Agreement.

8.5 **Financial Reporting Requirements.** Borrower acknowledges and agrees that upon Lender's request, Borrower shall provide to Lender the following financial information:

REPORT	FREQUENCY	PREPARED BY	DUE BY
Borrower Financial Statements	Quarterly	Management	30 days after each quarter end.
Borrower Rent Rolls	Quarterly	Management	30 days after each quarter end.
Borrower Tax Returns	Annually	CPA	Within 30 days of filing, no later than November 1 st

8.6 **Waiver of Jury Trial.** The parties to this Agreement hereby knowingly and voluntarily waive, to the fullest extent permitted by law, any right to a trial by jury of any dispute, whether in contract, tort, or otherwise, arising out of, in connection with, related to, or incidental to this Agreement, or any other documents executed by any of the parties.

9. **WAIVER AND RELEASE OF CLAIMS AGAINST LENDER.** IN CONSIDERATION OF THE TERMS AND CONDITIONS OF THIS AGREEMENT, BORROWER HEREBY ABSOLUTELY AND UNCONDITIONALLY WAIVES AND RELEASES LENDER, ITS PREDECESSORS IN INTEREST, ITS SUBSIDIARIES, SHAREHOLDERS, PARENTS, AFFILIATES, RELATED ENTITIES, DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, ATTORNEYS AND SUCCESSORS FROM ANY AND ALL CLAIMS, COUNTERCLAIMS, OFFSETS, AFFIRMATIVE DEFENSES, AND CAUSES OF ACTION, KNOWN OR UNKNOWN, OF ANY KIND AND NATURE, INCLUDING BUT NOT LIMITED TO THOSE FOR FAILURE TO LEND, MISREPRESENTATION, BREACH OF ANY DUTY, WHETHER EXPRESSED OR IMPLIED, CLAIMS RELATING TO THE HANDLING OF ACCOUNTS, SETOFF OF FUNDS, DISHONOR OF CHECKS, DAMAGE TO BUSINESS REPUTATION OR OTHERWISE ARISING OUT OF ANY ACTS OR ADMISSIONS BY LENDER, ITS PREDECESSORS IN INTEREST, ITS SUBSIDIARIES, SHAREHOLDERS, PARENTS, AFFILIATES, RELATED ENTITIES, DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, ATTORNEYS OR SUCCESSORS OCCURRING ON OR PRIOR TO THE DATE HEREOF. THESE ABSOLUTE AND UNCONDITIONAL WAIVERS AND RELEASES ARE EFFECTIVE UPON BOTH PARTIES' EXECUTION AND DELIVERY OF THIS AGREEMENT, ARE NOT SUBJECT TO OR CONDITIONED UPON ANY OTHER ACT, DUTY, RESPONSIBILITY OR OBLIGATION OF LENDER AND SHALL CONTINUE AND SURVIVE ANY EXPIRATION, TERMINATION OR CANCELLATION OF THIS AGREEMENT.

BORROWER HEREBY REPRESENTS, CERTIFIES AND DECLARES THAT BORROWER HAS NO DEFENSES, COUNTERCLAIMS, COUNTER DEMANDS,

SETOFFS, RECOUPMENTS, CLAIMS, OR CAUSES OF ACTION AGAINST LENDER BASED ON ANY ACT, OCCURRENCE, EVENT, TRANSACTION, OMISSION OR FAILURE TO ACT ARISING PRIOR TO THE DATE OF THIS AGREEMENT. AS A MATERIAL INDUCEMENT AND CONSIDERATION FOR LENDER TO EXECUTE THIS AGREEMENT, TO THE EXTENT BORROWER MAY HAVE ANY SUCH DEFENSES, CLAIMS, COUNTERCLAIMS, COUNTER DEMANDS, OFFSETS OR SIMILAR RIGHTS, BORROWER HEREBY FOREVER AND IRREVOCABLY WAIVES, RELEASES AND RELINQUISHES THE SAME. THIS RELEASE IS INTENDED TO BE, AND IS, A FULL, COMPLETE AND GENERAL RELEASE IN FAVOR OF LENDER AND LENDER'S OFFICERS, DIRECTORS, EMPLOYEES, ATTORNEYS AND AGENTS WITH RESPECT TO ALL CLAIMS, DEMANDS, LIABILITY, ACTIONS AND CAUSES OF ACTION WHATSOEVER THAT BORROWER HAS OR MAY HAVE AS OF THE DATE HEREOF, WHETHER KNOWN OR UNKNOWN AT THE TIME OF THIS RELEASE, THAT IN ANY WAY ARISE OUT OF, ARE FOUNDED UPON, OR ARE RELATED TO THE LOAN DOCUMENTS, BASED UPON ANY THEORY, CAUSE OF ACTION, CLAIM, OCCURRENCE, TRANSACTION, MATTER OR THING WHICH MIGHT REDUCE BORROWER'S LIABILITY TO LENDER UNDER THE LOAN DOCUMENTS AND/OR GIVE RISE TO LIABILITY OF LENDER TO BORROWER.

NOTICE CONCERNING ORAL AGREEMENTS

**ORAL AGREEMENTS OR ORAL COMMITMENTS TO LOAN
MONEY, EXTEND CREDIT OR TO FORBEAR FROM
ENFORCING REPAYMENT OF A DEBT ARE NOT
ENFORCEABLE UNDER WASHINGTON LAW**

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IN WITNESS WHEREOF the parties have executed this Agreement on the dates below written.

Lender

NATIONAL LOAN ACQUISITIONS
COMPANY

Dated _____

By: _____

Name: Paul W. Peerboom

Title: Senior Vice President

Borrower

KITSAP COUNTY CONSOLIDATED
HOUSING AUTHORITY

Dated _____

By: _____

Name:

Title:

When Recorded Mail To:

**Paul W. Peerboom
Senior Vice President
National Loan Acquisitions Company
9126 SW Ridder Road
Wilsonville, OR 97070**

MODIFICATION TO DEED OF TRUST

THIS MODIFICATION TO DEED OF TRUST (the “Modification”) dated and effective as of June 10, 2018, is made and executed by Kitsap County Consolidated Housing Authority (“**Borrower**” or “**Grantor**”) for the benefit of National Loan Acquisitions Company (“**Beneficiary**”).

This Modification shall amend that certain Deed of Trust in which Borrower conveyed to U.S. Bank Trust Company, N.A., as Trustee, for the benefit of U.S. Bank National Association as Beneficiary, all of Borrower’s right, title, and interest in certain real property and improvements located on North Almira Dr., Bremerton, Kitsap County, WA 98311 legally described in **Exhibit A** attached hereto and incorporated herein by this reference (the “**Property**”) dated April 5, 2011 and recorded on May 19, 2011 with the Kitsap County Auditor under Recording No. 201105190033 (“**Deed of Trust**”).

Legal: PTN SW ¼ SW ¼ S36 T25N R1E – see Exhibit A for complete legal description.
APN: 3628501-3-068-2007

Beneficiary is the present owner, holder and Beneficiary of the Deed of Trust.

Based on the Recitals (which are hereby incorporated into and made part of the Modification by this reference), and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Borrower hereby enters into the Modification below.

MODIFICATION

1. **Note.** The word “Note” as defined in the Deed of Trust is clarified and amended to specifically include the Loan Extension Agreement of equal date herewith whereby certain terms in the Note are modified, including, but not limited, to the extension of the maturity date of the Note and the adjustment of the interest rate.

2. Nothing contained in this Modification shall affect the original lien priority of the Deed of Trust.

3. The provisions of the Deed of Trust shall remain in full force and effect as amended by this Modification.

4. Borrower acknowledges having read all the provisions of this Modification, and Borrower agrees to its terms.

BORROWER/GRANTOR KITSAP COUNTY CONSOLIDATED
HOUSING AUTHORITY

By: _____
Name: _____
Title: _____

STATE OF WASHINGTON)
COUNTY OF KITSAP) ss.

On this ____ day of July, 2018, I certify that I know or have satisfactory evidence that _____ signed this document as the _____ of KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY, and he/she signed this instrument and acknowledged it to be the free and voluntary act of the KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY, for the uses and purposes mentioned in the said foregoing instrument.

Printed name: _____
NOTARY PUBLIC in and for the State of Washington
Residing at _____, Washington
My Commission Expires: _____

EXHIBIT A

THAT PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M., IN KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF SAID SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER; THENCE WEST 660 FEET; THENCE SOUTH 495 FEET; THENCE EAST 660 FEET; THENCE NORTH 495 FEET, MORE OR LESS, TO THE POINT OF BEGINNING; EXCEPT THAT PORTION, IF ANY, LYING WITHIN THE WEST 660 FEET OF SAID SUBDIVISION; AND EXCEPT THEREFROM THE WEST 190 FEET.

North Almira Drive (no address assigned), Bremerton, WA 98311
Tax Parcel ID# 362501-3-068-2007

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY
dba HOUSING KITSAP**

RESOLUTION 2018-08

**APPROVING THE MODIFICATION TO THE DEED TO TRUST AND LOAN EXTENSION
AGREEMENT WITH NATIONAL LOAN ACQUISITIONS COMPANY WHO PURCHASED
US BANK LINE OF CREDIT AND LOAN EXTENSIONS**

RESOLUTION relating to the Authority's Revolving Line of Credit Revenue Notes issued to US Bank National Association (i) amending and supplementing Resolutions 2006-36 adopted on July 18, 2006; 2011-09 adopted on April 5, 2011; 2012-08 adopted on April 3, 2012; 2013-03 adopted on January 8, 2013; 2014-18 adopted on May 6, 2014 and 2015-09 adopted on August 4, 2015, to extend the maturity of such Notes, to provide for monthly payments of interest and principal on the Notes and to make other changes to the Notes; and (ii) authorizing and directing appropriate officers of the Authority to execute a modification to Deed of Trust and Loan Extension Agreement with National Loan Acquisitions Company, the purchaser of the original note and subsequent extensions with US Bank, and other necessary or required documents to enable the Authority to carry out the undertakings embodied in this Resolution.

WHEREAS, pursuant to Resolution 2006-36 ("Original Resolution"), adopted on July 18, 2006, and duly certified on September 25, 2006, providing for the issuance of revenue notes of the Authority in an aggregate principal amount of not to exceed \$3,000,000 at any one time outstanding, which notes shall be issued in two series to provide financing for Authority Projects; determining the form, terms and covenants of the notes; creating a note redemption funds; and approving the sale and providing for the delivery of the notes to US Bank National Association; and

WHEREAS, the revenue notes matured on August 31, 2009 and were extended by the Authority's Executive Director, as allowed by Note terms, to October 5, 2010; and

WHEREAS, pursuant to Resolution 2011-09, adopted on April 5, 2011, amending and supplementing Resolution 2006-36 adopted on July 18, 2006, to extend the maturity of such Notes [until 4/30/2011]to provide security for the Notes and to make other changes to the Notes; and authorizing and directing appropriate officers of the Authority to execute such documents as are useful, necessary or required to enable the Authority to carry out the undertakings embodied in this Resolution; and

WHEREAS, pursuant to Resolution 2012-08, adopted on April 3, 2012, authorized a payment in the amount of five-hundred thousand dollars (\$500,000) to be made to US Bank for aforementioned Notes; and

WHEREAS, pursuant to Resolution 2013-03, adopted on January 8, 2013, approving the extension of US Bank Loans to July 13, 2013 in return for the Authority's payment of an Extension Fee pursuant to the terms of the Change in Terms Agreement [Extension Agreement] dated December 31, 2012 and executed on January 8, 2013 for the Notes which matured on April 30, 2011; and

WHEREAS, pursuant to Resolution 2014-18, adopted May 6, 2014, authorizing the extension of the maturity of Notes to March 10, 2015, in return for the Authority's agreement to pay monthly principal payments of \$12,000 per month, in addition to monthly payments of accrued interest, plus an extension fee, all pursuant to the terms of the Extension Agreement dated as of April 16, 2014 and fully executed on May 12, 2014; and

WHEREAS, pursuant to Resolution 2015-19, adopted August 4, 2015, authorizing the Authority's Executive Director, with the assistance of Counsel for the Authority, to sign all further documents and take and cause the Authority to perform all other actions set forth in the March 10, 2015 Extension Agreement and the Notes as may be reasonably necessary or required to enable the Authority to comply with its obligations thereunder; and

WHEREAS, the Extension Agreement dated March 10, 2015 matured on June 10, 2016 and US Bank agreed to draft an Extension Agreement on January 26, 2017 but never produced documents; and

WHEREAS, US Bank sold the Notes to National Loan Acquisitions Company and First Notification of Sale letter dated June 5, 2018 was received; and

WHEREAS, National Loan Acquisitions Company agreed to a long-term modification, including a Modification to Deed of Trust and Loan Extension Agreement;

WHEREAS, the Board of Commissioners of the Authority has determined that it is in the best interest of the Authority to approve the modification and extension agreements.

NOW, THEREFORE, BE IT RESOLVED by the Housing Kitsap Board of Commissioners that the Authority's Executive Director, with the assistance of Counsel for the Authority, is authorized to sign all further documents and take and cause the Authority to perform all other actions set forth in the Loan Extension Agreement dated and effective on June 10, 2018, the Modification to Deed of Trust dated and effective June 10, 2018 and other documents as may be reasonably necessary or required to enable the Authority to comply with its obligations thereunder and/or under this Resolution.

Adopted by the Housing Kitsap Board of Commissioners at a regularly scheduled, open public meeting this 24th day of July 2018.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Rob Putaansuu, Chair

ATTEST:

Stuart Grogan, Executive Director



Board of Commissioners

Agenda Item Summary

MEETING DATE: July 24, 2018

AGENDA ITEM: 4.C.

AGENDA ITEM: CONSIDERATION OF A MOTION TO AUTHORIZE THE REVISED PURCHASING RESPONSIBILITY AND AUTHORIZATION LIMITS AND THE PURCHASING AUTHORIZATION TREE

SUBMITTED BY: Gloria Devery for Dean Nail **TITLE:** Director of Single Family Housing

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS:

- Draft Purchasing Responsibility and Authorization Limits Policy (Red Line)
- Draft Purchasing Responsibility and Authorization Limits Policy (Black Line)
- Draft Purchasing Authorization Tree (Red Line)
- Draft Purchasing Authorization Tree (Black Line)

STRATEGIC PLAN LINK: Goal 1

FISCAL IMPACT: None

RECOMMENDATION: Approve

SUMMARY STATEMENT:

The attached Purchasing Responsibility and Authorization Limits Policy and the Purchasing Authorization Tree have been revised to reflect purchasing limits for the Single Family Housing staff in connection to the Mutual Self-Help Program (MSH). The MSH Construction Supervisors purchase material and sign off on subcontractor invoices for the construction of the homes for the MSH participants. These are construction loan funds for the participants and not Housing Kitsap funds. USDA-Rural Development has oversight of the funds.

The Construction Supervisors will adhere to the purchasing limits for Housing Kitsap as noted in the Purchasing Authorization Tree.

RECOMMENDED ACTION:

Approval of a motion to authorize revisions to the Purchasing Responsibility and Authorization Limits and Purchasing Authorization Tree.

- 2.2. Deputy Executive Director / Chief Financial Officer (CFO) – The Deputy Executive Director / CFO is hereby delegated purchasing and contracting authority up to and including \$50,000. All contracts entered into on behalf of the Agency must be approved and signed by either the Executive Director or Deputy Executive Director / CFO.
- 2.3. Procurement Responsibility – Housing Kitsap does not maintain a central procurement office or rely on a single purchasing agent. Rather, proper operation and management of the Agency’s procurement actions is the duty and responsibility of all staff authorized to make purchases.
 - 2.3.1. Agency procurement oversight is categorized by the following levels listed in descending order of responsibility:
 - 2.3.1.1. Level 1 - Executive Director, Deputy Executive Director / CFO;
 - 2.3.1.2. Level 2 - Functional Area Managers and Directors;
 - 2.3.1.3. Level 3 - Managers and Supervisors; and
 - 2.3.1.4. Level 4 - General Staff.
 - 2.3.2. The function of some staff positions necessitate a greater role in Agency procurement to carry out Agency business. These positions are noted on the accompanying “Purchasing Authorization Tree” and are hereby designated by the ED to prepare contracts and facilitate procurement actions for Agency business without additional written approval.
 - 2.3.2.1. Based on their level of procurement training, the following positions are hereby authorized to review and approve procurement processes and documentation for purchases up to and including \$35,000:
 - 2.3.2.1.1. Director of Single Family Housing
 - 2.3.2.1.2. Maintenance Director
 - 2.3.2.1.3. Budget and Records Manager; and
 - 2.3.2.1.4. Development Manager
 - 2.3.2.2. The Executive Director will review all procurement documents prepared and processes implemented for purchases over \$35,000.
 - 2.3.2.3. Unless waived in writing by the Executive Director - ALL AGENCY CONTRACTS MUST BE REVIEWED AND SIGNED BY THE ED OR DEPUTY EXECUTIVE DIRECTOR BASED ON THEIR PURCHASING AUTHORITY.

3.0 Purchasing Authorization Tree

- 3.1. All staff positions listed on the accompanying Agency Purchasing Authorization Tree (PAT) are hereby authorized to purchase goods and services up to the limits identified therein pursuant to Housing Kitsap’s Procurement Policy.
- 3.2. All staff positions listed on the attached PAT are authorized to prepare, but not execute, contracts and other relevant purchasing documents up to the limits identified therein with the exception of the positions and higher limit established under section 2.3.2.1.

- 2.2. Deputy Executive Director / Chief Financial Officer (CFO) – The Deputy Executive Director / CFO is hereby delegated purchasing and contracting authority up to and including \$50,000. All contracts entered into on behalf of the Agency must be approved and signed by either the Executive Director or Deputy Executive Director / CFO.
- 2.3. Procurement Responsibility – Housing Kitsap does not maintain a central procurement office or rely on a single purchasing agent. Rather, proper operation and management of the Agency’s procurement actions is the duty and responsibility of all staff authorized to make purchases.
 - 2.3.1. Agency procurement oversight is categorized by the following levels listed in descending order of responsibility:
 - 2.3.1.1. Level 1 - Executive Director, Deputy Executive Director / CFO;
 - 2.3.1.2. Level 2 - Functional Area Managers and Directors;
 - 2.3.1.3. Level 3 - Managers and Supervisors; and
 - 2.3.1.4. Level 4 - General Staff.
 - 2.3.2. The function of some staff positions necessitate a greater role in Agency procurement to carry out Agency business. These positions are noted on the accompanying “Purchasing Authorization Tree” and are hereby designated by the ED to prepare contracts and facilitate procurement actions for Agency business without additional written approval.
 - 2.3.2.1. Based on their level of procurement training, the following positions are hereby authorized to review and approve procurement processes and documentation for purchases up to and including \$35,000:
 - 2.3.2.1.1. Director of Single Family Housing
 - 2.3.2.1.2. Maintenance Director
 - 2.3.2.1.3. Budget and Records Manager; and
 - 2.3.2.1.4. Development Manager
 - 2.3.2.2. The Executive Director will review all procurement documents prepared and processes implemented for purchases over \$35,000.
 - 2.3.2.3. Unless waived in writing by the Executive Director - ALL AGENCY CONTRACTS MUST BE REVIEWED AND SIGNED BY THE ED OR DEPUTY EXECUTIVE DIRECTOR BASED ON THEIR PURCHASING AUTHORITY.

3.0 Purchasing Authorization Tree

- 3.1. All staff positions listed on the accompanying Agency Purchasing Authorization Tree (PAT) are hereby authorized to purchase goods and services up to the limits identified therein pursuant to Housing Kitsap’s Procurement Policy.
- 3.2. All staff positions listed on the attached PAT are authorized to prepare, but not execute, contracts and other relevant purchasing documents up to the limits identified therein with the exception of the positions and higher limit established under section 2.3.2.1.

KITSAP CONSOLIDATED HOUSING AUTHORITY dba HOUSING KITSAP
Purchasing Authorization Tree By Position Title and Level of Oversight Responsibility
Approved by the Board of Commissioners: July 24, 2018

Level 1 Executive Director / CFO	Level 2 Functional Area Manager / Director	Level 3 Manager / Supervisor	Level 4 General Employee	Purchasing Authority
Executive & IT				
Executive Director (ED) / Agency Contracting Officer (CO) ¹				\$ 50,000
Deputy Executive Director / Chief Financial Officer (CFO) ^{1, 2}				\$ 50,000
	Real Estate and Development Project Manager ²			\$ 35,000
	Human Resources Manager/ Office Manager			\$ 5,000
		Information Systems (IT) Administrator ²		\$ 10,000
		Business System Analyst		\$ 10,000
		Administrative Support Assistant		\$ 2,000
Accounting, Budget & Records				
	Assistant Finance Director			\$ 10,000
	Budget and Records Manager ²			\$ 10,000
		Accounting Manager		\$ 1,000
		Senior Accountant		\$ 1,000
			Financial Analyst	\$ 500
			Records Coordinator	\$ 250
			GL Accountant	\$ 50
			Accounting Clerks	\$ 50
			Self-Help Bookkeeper	\$ 50
Real Estate Management and Housing Programs				
	Director of REMHP ²			\$ 35,000
		Assist Maintenance Manager ²		\$ 5,000
		Portfolio Manager		\$ 8,000
		Compliance Manager		\$ 1,000
			Maintenance Coord.	\$ 15,000
			Maintenance Assistant ²	\$ 1,000
			NDGC Superintendent ²	\$ 1,000
			Resident Svs. Coord.	\$ 500
			NDGC Concierge	\$ 500
			Maintenance PH	\$ 1,000
			Site Maintenance	\$ 1,000
			Site Manager	\$ 2,000
Single Family Housing				
	Director of Single Family Housing ^{2 3 4}			\$ 35,000
		Construction Supervisor II ^{2 3 4}		\$ 10,000
			Construction Supervisor I ^{3 4}	\$ 500
			Rehab/Lead Specialist	\$ 500
			Group Coordinator	\$ 50
			Marketing / Training Spec.	\$ 50
			SF Housing Specialist	\$ 50

Notes:

1. Pursuant to section 17.2 of the Procurement Policy, all procurement actions exceeding \$50,000 which are not included in the Agency’s adopted budget and not otherwise pre-approved by the Board must have approval from the Board prior to award, purchase and/or contract execution.
2. The positions noted are identified as needing to prepare contracts for Agency business more frequently than other staff and no additional authorization by the ED is necessary. However, all contracts drafted by the noted personnel and positions must be approved and signed by the ED or CFO.
3. The Single Family Housing purchasing authority as noted above applies to Housing Kitsap purchases only.
4. The purchasing limits do not apply to purchases made from the Mutual Self-Help homeowners funds.

HOUSING KITSAP BOARD OF COMMISSIONERS

By:

Rob Putaansuu, Chair

ATTEST:

Stuart Grogan, Executive Director

KITSAP CONSOLIDATED HOUSING AUTHORITY dba HOUSING KITSAP
Purchasing Authorization Tree By Position Title and Level of Oversight Responsibility
 Approved by the Board of Commissioners: July 24, 2018

Level 1 Executive Director / CFO	Level 2 Functional Area Manager / Director	Level 3 Manager / Supervisor	Level 4 General Employee	Purchasing Authority
Executive & IT				
Executive Director (ED) / Agency Contracting Officer (CO) ¹				\$ 50,000
Deputy Executive Director / Chief Financial Officer (CFO) ^{1, 2}				\$ 50,000
	Real Estate and Development Project Manager ²			\$ 35,000
	Human Resources Manager/ Office Manager			\$ 5,000
		Information Systems (IT) Administrator ²		\$ 10,000
		Business System Analyst		\$ 10,000
		Administrative Support Assistant		\$ 2,000
Accounting, Budget & Records				
	Assistant Finance Director			\$ 10,000
	Budget and Records Manager ²			\$ 10,000
		Accounting Manager		\$ 1,000
		Senior Accountant		\$ 1,000
			Financial Analyst	\$ 500
			Records Coordinator	\$ 250
			GL Accountant	\$ 50
			Accounting Clerks	\$ 50
			Self-Help Bookkeeper	\$ 50
Real Estate Management and Housing Programs				
	Director of REMHP ²			\$ 35,000
		Assist Maintenance Manager ²		\$ 5,000
		Portfolio Manager		\$ 8,000
		Compliance Manager		\$ 1,000
			Maintenance Coord.	\$ 15,000
			Maintenance Assistant ²	\$ 1,000
			NDGC Superintendent ²	\$ 1,000
			Resident Svs. Coord.	\$ 500
			NDGC Concierge	\$ 500
			Maintenance PH	\$ 1,000
			Site Maintenance	\$ 1,000
			Site Manager	\$ 2,000
Single Family Housing				
	Director of Single Family Housing ^{2 3 4}			\$ 35,000
		Construction Supervisor II ^{2 3 4}		\$ 10,000
			Construction Supervisor I ^{3 4}	\$ 500
			Rehab/Lead Specialist	\$ 500
			Group Coordinator	\$ 50
			Marketing / Training Spec.	\$ 50
			SF Housing Specialist	\$ 50

Notes:

1. Pursuant to section 17.2 of the Procurement Policy, all procurement actions exceeding \$50,000 which are not included in the Agency's adopted budget and not otherwise pre-approved by the Board must have approval from the Board prior to award, purchase and/or contract execution.

2. The positions noted are identified as needing to prepare contracts for Agency business more frequently than other staff and no additional authorization by the ED is necessary. However, all contracts drafted by the noted personnel and positions must be approved and signed by the ED or CFO.

3. The Single Family Housing purchasing authority as noted above applies to Housing Kitsap purchases only.

4. The purchasing limits do not apply to purchases made from the Mutual Self-Help homeowners funds.

HOUSING KITSAP BOARD OF COMMISSIONERS

By:

Rob Putaansuu, Chair

ATTEST:

Stuart Grogan, Executive Director



Board of Commissioners

Agenda Item Summary

MEETING DATE: July 24, 2018

AGENDA ITEM: 4. D.

AGENDA ITEM: Consideration of a motion to adopt Resolution 2018-09 approving the dissolution of the NMTC Facilitators I, LLC

SUBMITTED BY: Lisa Glaeser

TITLE: Finance Project Manager

Reviewed and approved for inclusion in the packet by: Stuart Grogan, Executive Director

ATTACHMENTS: Details regarding the proposed dissolution and a sample resolution.

STRATEGIC PLAN LINK: Goal 1, Strategy 1.1

FISCAL IMPACT: Dissolution of the NMTC Facilitators I, LLC will eliminate the superfluous work and costs that would be required if it were to remain in existence.

RECOMMENDATION: Approval

SUMMARY STATEMENT:

NMTC Facilitators I, LLC is a limited liability corporation, comprised of Housing Kitsap (HK) and BASIC as “Members”. The LLC was originally created in 2005 to act as a community development entity (CDE) under Section 45D of the IRS Code.

HK is the Managing Partner and Member of NMTC Facilitators I, LLC, with 1.00% interest and BASIC is the Member with 99.00% interest. Together, HK and BASIC exercise a controlling influence over the management policies and investment decisions of the subsidiaries.

Once the exit of NMTC Subsidiary Three is finalized, HK can legally dissolve the NMTC Facilitators I, LLC. It is advisable to do this because the entity no longer serves any purpose relative to NMTCs and cannot be repurposed. Our counsel, Jeff Nave at Foster Pepper, has prepared the documents for the dissolution.

Details regarding the proposed partnership dissolution are provided to the Board along with the authorizing resolution.

RECOMMENDED ACTION:

Adoption of a motion to approve Resolution 2018-09

D. Consideration of a motion to adopt Resolution 2018-09 approving the dissolution of the NMTC Facilitators I, LLC. (Stuart Grogan)

NMTC Facilitators I, LLC (“LLC”) is a limited liability corporation comprised of Housing Kitsap (HK) and B.A.S.I.C., both “Members”. HK is the managing partner and member with 1.00% interest in the LLC and B.A.S.I.C. is the Member with 99.00% interest. Together, HK and B.A.S.I.C. exercise a controlling influence over the management policies and investment decisions of the subsidiaries.

The LLC was created in 2005 to act as a community development entity (CDE) under Section 45D of the IRS Code. Its purpose was to make qualified low-income community investments within Kitsap County. Its activities included the formation of subsidiary limited liability companies and partnerships and subsequent application on behalf of those subsidiaries for certification as qualified CDEs. When the New Market Tax Credits (NMTCs) were received by the LLC, they were subsequently transferred to the subsidiary CDEs.

Of the thirteen subsidiary CDEs, only one remains active, NMTC Subsidiary Allocatee Three, LLC (Sub 3), Island Hospital. The proposed dissolution of the LLC would be timed to begin promptly after the exit of Sub 3 is finalized. It is advisable to do this dissolution because the LLC no longer serves any purpose relative to NMTCs and cannot be repurposed, but it would continue to incur ongoing expenses if it remains active.

In addition to the authorization of Resolution 2018-09, the dissolution will require the Executive Director to execute the necessary consent resolution. All of these documents - Resolution 2018-09 and drafts of the consent resolution and B.A.S.I.C. resolution - were drafted by our counsel, Jeff Nave at Foster Pepper, and are attached for your review. The consent resolution will be executed at the time of dissolution, and the B.A.S.I.C. resolution will be adopted by their board prior to dissolution.

The legal cost of the dissolution is anticipated to be approximately \$2,500. HK proposes to pay for the partnership dissolution with funds available in the LLC’s account. The final LLC dissolution date is planned for October 31, 2018.

**RESOLUTIONS OF THE BOARD OF DIRECTORS OF
BUILDING AFFORDABLE STRATEGIC INNOVATIVE COMMUNITIES**

_____, 2018

WHEREAS, Building Affordable Strategic Innovative Communities (“B.A.S.I.C.”) is a Washington non-profit corporation with a primary purpose of assisting the Kitsap County Consolidated Housing Authority (the “Authority”); and

WHEREAS, B.A.S.I.C. and the Authority formed Kitsap County NMTC Facilitators I, LLC (“Facilitators”) on July 23, 2002;

WHEREAS, Facilitators and B.A.S.I.C. formed a number of Washington limited liability companies (each, a “Suballocatee” and together, the “Suballocatees”) to participate in the federal new markets tax credit (“NMTC”) program administered by Facilitators, including

Kitsap County NMTC Subsidiary Allocatee One, LLC,
Kitsap County NMTC Subsidiary Allocatee Two, LLC,
Kitsap County NMTC Subsidiary Allocatee Three, LLC (“Suballocatee 3”),
Kitsap County NMTC Subsidiary Allocatee Four, LLC,
Kitsap County NMTC Subsidiary Allocatee Five, LLC,
Kitsap County NMTC Subsidiary Allocatee Six, LLC,
Kitsap County NMTC Subsidiary Allocatee Seven, LLC,
Kitsap County NMTC Subsidiary Allocatee Eight, LLC,
Kitsap County NMTC Subsidiary Allocatee Nine, LLC, and
Kitsap County NMTC Subsidiary Allocatee Ten, LLC;

WHEREAS, the Board has been advised by the Authority that Facilitators has not received an allocation of NMTC authority for several years, that Facilitators and the Suballocatees have exhausted their NMTC allocations, that all of the Suballocatees other than Suballocatee 3 have served their purposes and currently are dormant (or have been dissolved), that Suballocatee 3 is expected to wind up its active business operations before November 2018, and that the Authority has requested B.A.S.I.C.’s consent and assistance in dissolving Facilitators and the Suballocatees at such time (or times) as such limited liability companies no longer have business to conduct or liabilities to discharge; and

WHEREAS, the Board concurs in the Authority’s desire to dissolve Facilitators and each Suballocatee at such time as such limited liability companies no longer have business to conduct or liabilities to discharge; NOW, THEREFORE,

BE IT RESOLVED by the Board that B.A.S.I.C. is authorized to execute, deliver and, if necessary, file such documents as are necessary and or desirable to dissolve Facilitators and each Suballocatee; provided, Suballocatee 3 shall not be dissolved until such time as Suballocatee 3 has no further business to conduct or liabilities to discharge; and provided further, Facilitators shall not be dissolved until such time as Suballocatee 3 has been dissolved and all liabilities of Facilitators have been discharged or duly provided for.

BE IT FURTHER RESOLVED by the Board that B.A.S.I.C.'s President, Vice President, Secretary and Treasurer (each, an "Authorized Officer" and, collectively, the "Authorized Officers"), and each of them acting alone, are authorized on behalf of B.A.S.I.C. to execute, deliver and, if necessary, file any document necessary or appropriate, in their discretion, to give effect to these resolutions and to consummate the transactions contemplated herein.

BE IT FINALLY RESOLVED by the Board that any actions of B.A.S.I.C. or its officers prior to the date hereof and consistent with the terms of these resolutions are ratified and confirmed.

C E R T I F I C A T I O N

The foregoing are resolutions adopted by the Board of Directors of Building Affordable Strategic Innovative Communities at a [regular][special] meeting held on _____, 2018, at which a majority of the Directors then in office [attended/participated by conference telephone so that all persons participating in the meeting heard each other at the same time]. The motion to adopt the resolutions was made by Director _____, seconded by Director _____, and passed by a vote of ____ For, ____ Against and ____ Abstained; the Chairman or, in the absence of the Chairman, the Vice Chairman being authorized to sign the resolution.

Chairman

**CONSENT RESOLUTIONS OF THE MEMBERS
OF KITSAP COUNTY NMTC FACILITATORS I, LLC**

WHEREAS, Kitsap County Consolidated Housing Authority (the “Authority”) and Building Affordable Strategic Innovative Communities (“B.A.S.I.C.” and, together with the Authority, the “Members”) are the sole members of Kitsap County NMTC Facilitators I, LLC (“Facilitators”);

WHEREAS, Facilitators and B.A.S.I.C. formed a number of Washington limited liability companies (each, a “Suballocatee” and together, the “Suballocatees”) to participate in the federal new markets tax credit (“NMTC”) program administered by Facilitators, including

Kitsap County NMTC Subsidiary Allocatee One, LLC,
Kitsap County NMTC Subsidiary Allocatee Two, LLC,
Kitsap County NMTC Subsidiary Allocatee Three, LLC,
Kitsap County NMTC Subsidiary Allocatee Four, LLC,
Kitsap County NMTC Subsidiary Allocatee Five, LLC,
Kitsap County NMTC Subsidiary Allocatee Six, LLC,
Kitsap County NMTC Subsidiary Allocatee Seven, LLC,
Kitsap County NMTC Subsidiary Allocatee Eight, LLC,
Kitsap County NMTC Subsidiary Allocatee Nine, LLC, and
Kitsap County NMTC Subsidiary Allocatee Ten, LLC;

WHEREAS, the Members have determined that Facilitators is the sole remaining member of each of the Suballocatees, that Facilitators and the Suballocatees have served their purposes and that it is appropriate to dissolve such limited liability companies pursuant RCW 25.15.265(3) (to the extent they previously were not dissolved); NOW, THEREFORE,

BE IT RESOLVED that Facilitators shall cause each of the Suballocatees to be dissolved and, in connection therewith, to cause any remaining liabilities of each Suballocatee to be satisfied from such Suballocatee’s remaining assets, and to cause liquidating distributions to be made;

BE IT FURTHER RESOLVED that, at such time as all of the Suballocatees have been dissolved, Facilitators shall be dissolved;

BE IT FURTHER RESOLVED that, in connection with the dissolution of Facilitators, the Authority shall cause any remaining liabilities of Facilitators to be satisfied from Facilitators’ remaining assets, and shall further cause liquidating distributions to be made; and

BE IT FINALLY RESOLVED that any actions of Facilitators prior to the date hereof and consistent with the terms of these resolutions are ratified and confirmed.

KITSAP COUNTY CONSOLIDATED HOUSING
AUTHORITY

Executive Director
Dated: October __, 2018

BUILDING AFFORDABLE STRATEGIC
INNOVATIVE COMMUNITIES

President
Dated: October __, 2018

RESOLUTION 2018-09

A RESOLUTION of Board of Commissioners of Kitsap County Consolidated Housing Authority authorizing the dissolution of limited liability companies formed in connection with the Authority's federal new markets tax credit program, and providing for other matters related thereto.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY, as follows:

Section 1. The Board of Commissioners (the "Board") of Kitsap County Consolidated Housing Authority (the "Authority") hereby makes the following findings and determinations:

- (a) The Authority is a public body corporate and politic of the State of Washington.
- (b) The Authority formed Kitsap County NMTC Facilitators I, LLC ("Facilitators"), a Washington limited liability company of which the Authority is a member and the manager, and Building Affordable Strategic Innovative Communities ("B.A.S.I.C.") is the other member.
- (c) Facilitators and B.A.S.I.C. formed a number of Washington limited liability companies (each, a "Suballocatee" and together, the "Suballocatees") to participate in the federal new markets tax credit ("NMTC") program administered by Facilitators, including:
 - Kitsap County NMTC Subsidiary Allocatee One, LLC;
 - Kitsap County NMTC Subsidiary Allocatee Two, LLC;
 - Kitsap County NMTC Subsidiary Allocatee Three, LLC ("Suballocatee 3");
 - Kitsap County NMTC Subsidiary Allocatee Four, LLC;
 - Kitsap County NMTC Subsidiary Allocatee Five, LLC;
 - Kitsap County NMTC Subsidiary Allocatee Six, LLC;
 - Kitsap County NMTC Subsidiary Allocatee Seven, LLC;
 - Kitsap County NMTC Subsidiary Allocatee Eight, LLC;
 - Kitsap County NMTC Subsidiary Allocatee Nine, LLC; and
 - Kitsap County NMTC Subsidiary Allocatee Ten, LLC.
- (d) Facilitators has not received an allocation of NMTC authority for several years. Facilitators and the Suballocatees have exhausted their NMTC allocations. All of the Suballocatees other than Suballocatee 3 have served their purposes and currently are dormant (or have been dissolved). Suballocatee 3 is expected to wind up its active business operations before November 2018. Based on the foregoing, and in light of the fact the Authority and Facilitators may incur ongoing expenses related to Facilitators and the Suballocatees notwithstanding the fact such limited liability companies no longer are active, it is necessary and desirable to provide for the orderly dissolution of the Facilitators and the Suballocatees.

Section 2. The Authority, in its individual capacity and in its capacity as Facilitators' manager, is authorized to execute, deliver and, if necessary, file such documents as are necessary and or desirable to dissolve Facilitators and each Suballocatee, and to cause final distributions and payments to be made by Facilitators and each Suballocatee in accordance with their respective operating agreements and contractual obligations. Notwithstanding the foregoing, (a) Suballocatee 3 shall not be dissolved until such time as Suballocatee 3 has no further business to conduct or liabilities to discharge, and (b) Facilitators shall not be dissolved until such time as Suballocatee 3 has been dissolved and all liabilities of Facilitators have been discharged or duly provided for.

Section 3. The Authority's Executive Director and his designees (each, an "Authorized Officer" and, collectively, the "Authorized Officers"), and each of them acting alone, are authorized on behalf of the Authority (both in its individual capacity and in its capacity as Facilitators' manager) to execute and deliver any documents that are necessary or appropriate in the Authorized Officers' discretion to give effect to this resolution and to consummate the transactions contemplated herein.

Section 4. Any actions of the Authority or its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed. This authority granted by this resolution is supplemental to any authority to act set forth in a previous resolution or motion by the Board. This resolution shall be in full force and effect from and after its adoption by the Board.

ADOPTED by the Board of Commissioners of the Kitsap County Consolidated Housing Authority at a regular open public meeting held on July 24, 2018.

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Rob Putaansuu, Chair

ATTEST:

Stuart Grogan, Executive Director

5. A Board Announcements

A. Tour Update (Tara Owensby)

The HK North property tour is scheduled for August 31, 2018 from 8:00am-12:00pm. HK staff will be at the Poulsbo City Hall, at 8am in the HK Bus.

B. August Board Meeting (Tara Owensby)

Depending on the agenda and vacation planning, HK has sometimes cancelled the August meeting for the summer holiday. Unfortunately, the annual SEMAP report from the Bremerton Housing Authority will be available for consideration and must be submitted before the end of the month. The regularly scheduled August meeting will be held but staff will try to keep the agenda to a minimum.

C. Finance Committee (Tara Owensby)

The Finance Committee meeting will continue weekly as planned or as scheduled by the committee



Board of Commissioners

Agenda Item Summary

MEETING DATE: July 24, 2018

AGENDA ITEM: 7.A.

AGENDA TITLE: Executive Director Update

SUBMITTED BY: Stuart Grogan

TITLE: Executive Director

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS: Monthly summary

STRATEGIC PLAN LINK: Supports Goals 1 - 5

FISCAL IMPACT: None, update only

RECOMMENDATION: None

SUMMARY STATEMENT:

The attached report provides an update on the Executive Directors activities from the prior month including announcements, updates on pending legislation, and areas of potential risk to HK.

**RECOMMENDED
ACTION:**

Staff will provide any updates that may have occurred since the writing of this report and will be available to respond to any questions.

A. Executive Director (Stuart Grogan)

1. The following is a brief summary of the activities I have been involved with since the last meeting of the Board:

- Development:
 - Rental Assistance Demonstration (RAD) project:
 - Following the “stop work”, evaluation of current status and meetings with consultants to review;
 - Met with Donna Markiwick, the first director of Housing Kitsap, regarding acquisition of public housing and in particular, the Munson property;
 - Suzuki:
 - Consultation with Housing Resources Bainbridge (HRB) to plan funding applications and roles;
 - Meeting with Olympic Properties Group’s (OPG) consulting team to begin the entitlement process planning and implementation
 - Liberty Bay:
 - Planning for partnership unwind;
 - GT-3 (Dye’s Inlet)
 - Planning for partnership unwind;
 - Staff:
 - End of project manager employment completed;
- Real Estate Management and Housing Programs (REMHP):
 - Track implementation of BP software;
 - Executed agreement for improvements at Heritage;
 - Executed extension agreement for grant for Heritage improvements;
 - Executed non-disclosure of confidential agreement with DSHS;
 - Prepared and submitted the Annual Plan documents to release the annual capital fund allocation including signing:
 - Capital Plan including \$99,999 for RAD;
 - Disclosure of lobbying activities;
 - Certification of Payments to Influence Federal Transactions;
 - Statement of Significant Amendment;
 - Certification to hold a public hearing;
 - Staff:
 - Regular meeting and informal meetings with program director;
 - Review and follow up on complaints;
 - Review and discuss any HR issues;
- Business and Technology Resources (BTR):
 - Audit:
 - Meetings with the auditor and the Board chair following their final visit to HK to complete their analysis;
 - Draft response to findings;
 - Scheduling of exit conference;
 - Supported staff to revise and explain inconsistencies in audit submittal to the HUD Real Estate Assessment Center (REAC);

- o Software:
 - Track implementation of MRI software;
 - o Heritage and Viewmont:
 - Work with staff to insure tax returns are completed as soon as possible;
 - o Staff:
 - Regular meeting and informal meetings with program director;
 - Review and discuss any HR issues;
- Self Help:
 - o Sherman Ridge:
 - Planning for ground breaking;
 - Executed grant agreements for down payment assistance;
 - Executed revised SHOP agreement with Community Frameworks;
 - Executed loan documents with RCAC;
 - Executed construction contract;
 - o Staff:
 - Regular meeting and informal meetings with program director;
- Office management:
 - o Received an expression of interest following the financial piece in the Kitsap Sun to purchase 2244 Bucklin Hill. Staff declined the offer but noted that we would pass the information on to HK's Board of Commissioners;
 - o Public Records:
 - Check in on status of any pending public records requests;
 - o 9191:
 - Plan for inventory of surplus materials and disposition;
 - o Regular weekly meeting with administrative staff;
- General:
 - o BASIC:
 - Scheduled a board meeting for July 31, 2018 with an agenda to include the distribution of funds from the NMTC exits to HK and a resolution to allow the 501c3 to go dormant;
 - HK will continue to allocate costs and project expenses to the grants already received;
 - Status will require an annual \$10 license and registration fee; and
 - HK will have to file a tax return, via post card, if income is less than \$500;
 - o NMTC:
 - Participated in calls with Subsidiary #3 participants to plan for an exit to occur after refinancing and distributions in Oct, 2018;
 - Worked with staff and US Bank to restore full access to US Bank accounts;
 - Continued planning for a final board meeting in mid August to allocate all funds and approve the dissolution of New Market Tax Credit Facilitators company following pay off and release of all obligations;
 - o Advocacy and community participation:
 - City of Bainbridge Island Affordable Housing Task Force meeting;
 - Home Share program follow up with sub-group;
 - Homes for All monthly meeting;
 - Kingston Affordable Housing group meeting;

- o Board:
 - Pre Board meeting with Chair to review issues and agenda;
 - Special meeting with the Board to review HK's financial condition;
 - Planning for next Finance Committee meeting on July 26, 2018;
- o Executive Director:
 - Will be out of the office in mid-August for annual leave to see daughter and celebrate anniversary;
- o Signed
 - Routine checks as second authorized signator;
 - Executed revised insurance annual renewals; and
 - Confirmed routine wire transfers for debt service and other transfers.

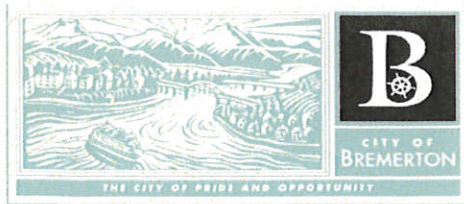
2. Harborside update

The shoreline parcels abutting the Harborside project have been a concern for over a year because of potential bank instability. Because HK owns the shoreline parcels, there is some concern that HK is responsible for ongoing maintenance and stability. Unfortunately, it is not clear what HK's ongoing obligations are but without a full analysis of the property. At the last meeting, the Board requested a preliminary cost estimate for a geo-tech report. Further, a decision by the Board on a source for these funds was forwarded to the Finance Committee for a recommendation.

Since the Board meeting, staff received the attached letter from the City of Bremerton indicating that in 2005, the City approved emergency work to back fill "caves" in the shoreline, presumably so as to not delay construction of the condominiums, with the understanding that a more formal permit and process could be applied for at a later date. According to the City, that process is still outstanding and the City has requested that we prepare an application and work with them to resolve the question. Staff met with the City's planner to review the process requirements, purpose, timeline and costs. The City will forward copies of the files and reports, the application requirements, timing and fees within the next few weeks.

In staff's search of records, one reason we may still own the property is that it was to have been transferred to the City of Bremerton for their water walkway project. According to the City, that project, despite adequate funding, did not receive final approval and was not able to move forward. Consequently, disposition of the parcel to the City was not implemented and it continued in HK's ownership.

After meeting with the City, staff has been working to establish a scope and rough estimate of costs to meet the City of Bremerton's application with several engineering and consulting firms.



Department of Community Development
345 6th Street, Suite 600
Bremerton, WA 98337-1873
Telephone: 360-473-5289
Fax: 360-473-5278
JUL 5 '18 PM 3:09

July 3, 2018

To: Housing Kitsap
ATTN: Executive Director Stuart Grogan
2244 Northwest Bucklin Hill Road
Silverdale, WA 98383

Re: Harborside Condominiums – Follow up permits for Emergency Repairs

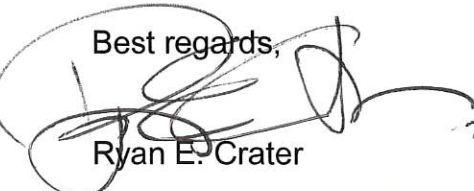
Dear, Director Grogan

As you may be aware from the recent article in the Kitsap Sun, Mr. Chwaszczewki has asked the City to follow up with your agency regarding the outstanding permit approvals needed for the filling in of caves along the shoreline below the Harborside Condominiums. When an emergency work is completed an applicant is required to follow up with the City to obtain any required permits that may have been needed for the emergency work performed.

I have attached a letter from Community Development Director Andrea Spencer that was sent to Steve Anderson on September of 2005. In the last paragraph it was noted that follow up permit(s) needed to be obtained regarding the proposed permanent solution once the emergency work was completed. At this time the City requests that your agency takes action to submit the necessary permit applications for the emergency work undertaken.

If you have any questions about what may be needed, please don't hesitate to contact me as I am happy to walk you or one of your staff through the process.

Best regards,


Ryan E. Crater

7/3/18

Senior Planner
360.473.5279
ryan.crater@ci.bremerton.wa.us



Department of Community Development

345 6th Street, Suite 600

Bremerton, WA 98337-1873

Telephone: 360-473-5283

Fax: 360-473-5278

Andrea.Spencer@ci.bremerton.wa.us

Andrea L. Spencer, AICP, Planning Manager

September 29, 2005

Steve Anderson
KC Consolidated Housing Authority
9307 Bayshore DR NW
Silverdale WA 98383

RE: Shoreline Substantial Development Permit – Harborside Condominium Development

Dear Steve:

Thank you for coming in to the Community Development office yesterday; I appreciated having the opportunity to meet with you and Nick. During this meeting we discussed the recent discovery of undermined soil on along the shoreline at the northeast corner of the Harborside Condominium project site. It was communicated that the KCCHA professionals believe that this slope needs to be temporarily stabilized as soon as possible with structural concrete, followed by a permanent rip rap solution. You had requested that staff examine ways to expedite the permitting for the temporary stabilization.

As you are aware, any development within the shoreline area requires a substantial development permit. The shoreline regulations also have provisions for "exemptions" that are detailed in WAC 173-27-040 (enclosed). Staff has reviewed WAC 173-27-040(2)(d) and believes that KCCHA may be able to utilize the emergency exemption for the construction of the temporary stabilization. In order to utilize this provision of the code the City will require a letter prepared, signed and stamped by a licensed engineer that details why this unanticipated situation requires immediate action within a time too short to allow full compliance with the Shoreline regulations to prevent an imminent threat to public health, safety, or the environment.

This exemption will not apply to the construction of the permanent solution to stabilize the slopes on this site (extension of the rip rap northward). This will require full compliance with Shoreline Substantial Development regulations. Staff has reviewed the Shoreline Substantial Development Permit (SSDP) that was issued for this site in May 2004 and believes that there was not adequate analysis performed to issue an addendum to this permit to include this revised scope of work, and therefore an additional permit will be needed. Staff suggests that you discuss this permanent solution at the pre-submittal conference you have scheduled for next Wednesday, October 5th.

If you have any concerns please call me at 360.473.5283, and if you have any questions regarding the SSDP process please call JoAnn Vidinhar at 360.473.5289.

Regards,

Andrea L. Spencer, AICP

Enclosure: WAC 173-27-040 – Shoreline Substantial Development Exemptions

cc: Roger Lubovich, City Attorney
Jim Svensson, Development Manager
JoAnn Vidinhar, Planner



Board of Commissioners

Agenda Item Summary

MEETING DATE: July 24, 2018

AGENDA ITEM: 7.B.

AGENDA TITLE: PROGRAM UPDATE

SUBMITTED BY: Wendy Dutenhoeffer

TITLE: Director of BTR

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS: Program update

STRATEGIC PLAN LINK: Supports Goals 1-5

FISCAL IMPACT: None, discussion only

RECOMMENDATION: None

SUMMARY STATEMENT:

The attached report provides an update on all of HK's efforts within this program including the software conversion, annual budget, asset management and repositioning, human resources and information technology.

**RECOMMENDED
ACTION:**

General discussion and updates provided at the meeting.

B. Business & Technology Resources (Wendy Dutenhoeffer)

1. The following lists provide information on our team's current and ongoing projects:

- General:
 - Department restructuring evaluation and senior accountant first interview scheduling is in progress. There are 3 temporary accounting professionals working to ensure ongoing operations as well as validating data for MRI Financials and preparing accurate financial reports (reduced 1 on 7/20/2018).
 - National Loan Acquisitions Company (NLAC) assumption of US Bank LOC is in progress (see action item). The modification to Deed of Trust and Loan Extension Agreement are attached. As of this writing (7/19) the attorney's review is not complete.
 - Internal Controls –rewriting job descriptions to encompass responsibility for internal controls and policy and procedure updates.
- MRI Financials:
 - The chart of accounts draft is complete. Work is in progress to map Great Plains and Tenmast chart of accounts to the new MRI chart of accounts.
 - The finance team has met to discuss the MRI transfer of information. It was decided that sufficient history is available to start with Great Plains ending balances for fiscal year end 2017. The general data in Tenmast is sound. The majority of the issues lie in the converted Great Plains data. Determination of how to handle fiscal year 2018 data from Tenmast into MRI. Historical data from Tenmast (including converted Great Plains data was downloaded into Excel spreadsheets and pivot tables make it easily searchable. The initial thoughts are that there is enough history and backup information for tracking and auditing. One option being considered is to enter data determined to be valid as a journal entry into MRI with adjusting entries as necessary. No determination was made as of this writing.
- Human Capital Management:
 - Recruited and on-boarded 3 new staff members, including our new HR Specialist, Demetria Orthouse, a maintenance technician and a site manager.
 - Currently recruiting for a senior accountant, maintenance technician and resident services coordinator.
 - Three employees separated employment during the month. One employee retired, one left without notice and 1 was terminated.
 - Short Term Projects:
 - I-9 Audit
 - Benefits Renewal
 - Long Term Projects
 - Review all job descriptions
 - Review recruiting cycle
 - Training
 - Employee handbook update

- Review of policies and procedures
 - Employee records management
- Information Technology:
 - o Working to replace printers at Port Orchard Vista, Madrona Manor and Park Place
 - o Requesting bids for internet service at 2244 NW Bucklin (contract expires 12/2018)
 - o Updated emergency service contact information with new phone provider
 - o VOIP Phone Conversion
 - Working through steps needed to deploy Shoretel phones via a VOIP system to all property sites. Waiting on information regarding faxes at the properties
 - o Currently analyzing costs, internet service speed and fax requirements at all property sites
 - o Audit of Acrobat Pro licensing (we are over-deployed)
 - o StormWind training – IT staff has completed Office 365 management training. Currently completing Server 2016 training
 - o 5 new laptops have been ordered and arrived – Setup is pending
 - o Intranet review and playing with the demo of MyHub –Working on end-user “buy-in” and content managers to make sure the platform is launched and actively maintained.
 - o Scheduled upgrade time for the VOIP system (software upgrade for the administration tool slated for August 4th)
 - o Executed a 12-month agreement with Structured for continued VOIP phone support.
 - o Updating all devices to Symantec 14.2 (from 12.6) – KCCHA-GP cannot be updated but is still manageable in the new console
 - o Reviewing options for managing data backup
 - o Website
 - Website updates are complete and in the review process before going live with the new site.
 - Creating property email address with shared mailboxes so contact information is linked with properties and not a specific person. This also gives email access to supervisors during site manager absences.

Records:

- o Offsite archive organization
 - Washington State has several grants available for records archives. Preliminary needs and grant feasibility determination is complete. Additional needs requirements for properties is in progress.
- o Fulfilled public records requests
 - Internal – 0
 - External – 3
- o Request in progress:
 - Internal – 0
 - External – 2



Board of Commissioners

Agenda Item Summary

MEETING DATE: July 24, 2018

AGENDA ITEM: 7.C.

AGENDA TITLE: Single Family Housing Programs Update

SUBMITTED BY: Dean Nail

TITLE: Director of Single Family Housing

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS: Program update.

STRATEGIC PLAN LINK: Supports Goals 1-5

FISCAL IMPACT: None, update only

RECOMMENDATION: None

SUMMARY STATEMENT:

The attached report provides an update on all of HK's efforts within this program including an update on the Sherman Ridge development and each of our construction sites.

RECOMMENDED ACTION:

Staff will provide any updates that may have occurred since the writing of this report and will be available to respond to any questions.

C. Single Family/Self-Help (Dean Nail)

1. Mutual Self-Help Housing (MSH) by the United States Department of Agriculture Rural Development (USDA RD):
 - We have a quarterly meeting scheduled for July 23, 2018. The program continues to be in good shape and we are on track to meet our production goal and complete our grant funds in October 2019.
2. Community Frameworks (CF) Self-Help Opportunity Program (SHOP):
 - All HK Self-Help projects are fully funded by SHOP.
3. Sherman Ridge, Port Orchard:
 - Contracts between HK and Port Madison Enterprises are signed and the project is currently under construction.
 - We have developed an excel summary proforma for tracking the project budget, change orders and expenses. This document is still under review and 80% complete; see attached.
 - On Thursday, July 12, 2018, HK held a groundbreaking ceremony to celebrate the newest affordable MSH neighborhood, Sherman Ridge. This is the first Housing Kitsap developed Mutual Self-Help neighborhood since 1996. Thank you to City of Port Orchard Mayor Rob Putaansuu and Kitsap County Commissioner Charlotte Garrido for joining Housing Kitsap and our partners, Billie Heath with Rural Communities Assistance Corporation (RCAC) and Courtney Storey with Community Frameworks. Also in attendance, HK's realtor for this property, the Project Lead from Madison Enterprises and HK Staff. There is a press release and photos out to the public via HK's website and social media channels.



4. Maple Lane, Kingston:
 - Construction of Maple Lane Group 1 will likely be completed in late September or October, 2018.
 - The loan assumption for Maple Lane Group 1(Lot 5) closed on June 28, 2018.
 - Maple Lane Group 2 is under construction. The foundations are completed and they are on track to finish framing by the end of October.
5. Prosperity Place, Port Orchard:
 - Prosperity Place Group 1 is under construction. The foundations are going in at this time.
 - Prosperity Place Group 2 loan packages have all been approved by USDA and we are tentatively scheduled to close on August 29, 2018. We expect to start construction in September, 2018.
6. Down Payment Assistance (DPA) Program funded by the Community Development Block Grant (CDBG) Program:
 - We are still waiting for the DPA contracts which will be routed to HK before the CDBG presentations this year. We continue to receive program income and payoff requests.
7. Single Family Loan Servicing:
 - We have not heard back from our attorney from Kitsap County, who has been requested to review HK's loan documents in order for us to proceed with collections on outstanding loans. In addition, we have a new Loan Modification Agreement that needs legal review.
8. Housing Kitsap's Home Rehabilitation Program (CDBG Rehab):
 - HK's Single Family Housing Department submitted the Stage 1 CDBG Coordinated Grant Application for the overall agency on June 1, 2018. We have been invited to Stage 2 of the application process and will be submitting applications for HK's Home Rehabilitation Program and Housing Stabilization Program.
 - HUD will be releasing the 2018 funds within the next two months and CDBG will start the contract process soon.
 - The rehab projects continue to move forward and we are spending our grant funds in a timely manner.
9. Other Potential Plats:
 - HK met with the city of Poulsbo and Central Highland Builders and discussed a potential partnership to develop surplus property with a potential to produce 25 lots for Mutual Self-Help, two large homes for the city and 25 market rate homes. We are in the early stages of discussions; Mayor Erickson and I will keep you up-to-date with any progress.

- Mason County is an eligible area for our Mutual Self-Help program and we are continuing to have conversations with a landowner for a possible 120 lot plat, which is close to the Mason/Kitsap border. Mason County sewer has a lot of capacity and is looking to expand its connections; this property is about one mile away from sewer and but will have a significant impact to the cost to the project. We will keep this property on our radar, but it is not a project that will come together soon.
- Central Highland Builders has an opportunity to purchase a 93 acre parcel in Kitsap County. The location of the property is in an eligible area for USDA and a very desirable location for our program and its participants.
- There is an 8.4 acre parcel on Bethel Road, outside of the City of Port Orchard, which is listed at \$381,000. This property has the potential of 40+ lots. Water and sewer are served by the City of Port Orchard but the connections are on Bethel Avenue and not easily accessed, so this will make the connections complicated.
- There is potential property located in Kingston that may become available later this year. HK is talking with the seller, who is interested in converting part of the land to a county park, buildable lots and add to the existing wetland conservatory. It looks interesting and we will continue conversation with the potential seller.
- There is potential property located on Werner Avenue in Port Orchard. This property has the potential of 40 lots.



Board of Commissioners

Agenda Item Summary

MEETING DATE: July 24, 2018

AGENDA ITEM: 7.D.

AGENDA TITLE: Development Update

SUBMITTED BY: Stuart Grogan

TITLE: Executive Director

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS: Development update

STRATEGIC PLAN LINK: Goal 2

FISCAL IMPACT: None, update only

RECOMMENDATION: None

SUMMARY STATEMENT:

The attached report provides an update on the development projects currently in progress by Housing Kitsap including:

- (1) Rental Assistance Demonstration Project (RAD)
- (2) Suzuki
- (3) Olhava

RECOMMENDED ACTION:

Staff will provide any updates that may have occurred since the writing of this report and will be available to respond to any questions.

D. Development (Stuart Grogan)

The Development program consists of several active and pipeline projects. They are listed below in priority order of importance to the organization. This month's project updates are provided below:

1. Rental Assistance Demonstration (RAD) project:

A number of steps have been taken during the past month in order to implement the RAD conversion including the following:

- Meeting with the architect to review project status including:
 - o Status of drawings for the Almira;
 - o Status of zoning approval;
 - o Specifications and plans for GT-1 and Nollwood;
- Meeting with general contractor regarding the status of the project and next steps;
- Call with the surveyor, wetlands biologist, and civil engineer;
- Left a message for KMHS requesting a meeting with our joint wetlands consultant to review mitigation plans;
- Review of past expenditures and outstanding invoices pending;
- Work with HUD and our RAD transaction manager on release of \$100,000 of HUD predevelopment funds from HK's 2018 Capital Fund award;
- Monthly call with the Department of Housing and Urban Development's (HUD) Transaction Manager was cancelled due to the stop work request to consultants while we reevaluate funding for predevelopment expenses;
- Call with the bond/lender to discuss next steps and costs;
- Preliminary review of the tax credit investor letters; and
- Call with HK's financial planner to review the draft financial model given changes to Section 18.

2. Suzuki:

Olympic Property Group (OPG) will host a planning meeting with its' development team at the end of the month. HK and Housing Resources Bainbridge (HRB) were both invited and HK will attend.

HK and HRB have begun planning our response to the announcement by the Department of Commerce of the availability of capital funding for affordable housing projects. One of the issues we will work with OPG on is collecting copies of their reports and arranging for additional information to prepare a complete packet. One threshold issue will be to establish site control. For most funding applications, this can take a variety of forms and we consult with Commerce to determine if we have sufficient to meet their test. A second threshold issue is who will be the sponsor of the application. While HRB sponsored the application several years ago, they are a considerably smaller entity than HK. It seems appropriate that HK be the sponsor given our development and management experience. We will proceed in this manner unless the Board would like to discuss further. The application is due at the end of September, 2018.

3. Olhava:

This project is on hold pending identification of a permanent funding source and staff capacity to focus on the development.



Board of Commissioners

Agenda Item Summary

MEETING DATE: July 24, 2018

AGENDA ITEM: 7.E.

AGENDA TITLE: Real Estate Management and Housing Programs (REMHP) Update

SUBMITTED BY: Holly Paterson

TITLE: Director of REMHP

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS: Program update.

STRATEGIC PLAN LINK: Supports Goals 1-5

FISCAL IMPACT: None, update only

RECOMMENDATION: None

SUMMARY STATEMENT:

The attached report provides an update on HK's properties and programs.

REMHP staff attempted to complete performance reports for the portfolio, however, with the state of our current software and reports we are not confident in over half of the information and were not able to pull a portion of the information needed from the software.

**RECOMMENDED
ACTION:**

Staff will provide any updates that may have occurred since the writing of this report and will be available to respond to any questions.

E. Real Estate Management and Housing Programs (REMHP) (Holly Paterson)

1. REMHP BostonPost (BP) Update:

- Holly and Freddy began entering the first set of resident files into BP during the first week of July. On the technical side, the actual data entry and how the system functions is user friendly and went very smoothly. However, we encountered several issues in resident files that were unexpected. Due to the issues discovered, we took a step back and reevaluated how we will be going through this process. It was decided that we would take a slower and more methodical approach to this process. Many Site Managers, the Portfolio Managers, Freddy, and Holly will be spending time on each property to review and audit all resident files to ensure completeness and accuracy before entering them into the new software. We want to make sure that all certifications entered into the new system are accurate and have been reviewed and as a bonus, this process will ensure each property is up to date and will allow for cross training of several staff members.
- Golden Tides II, Golden Tides III, and Liberty Bay are nearly completed both in file audits and with being entered into the new software. All data entry for these properties is expected to be completed by the end of July, if not sooner.
- Resident file entry for Kingston Ridge is set to begin on July 17th, depending on how quickly audit and entry of those files are, it is possible that all of Kingston Ridge will be entered by the end July and included in the new training database.
- As soon as the above properties are completed in BP, a training database will be created for staff to begin hands on training in the system.
- Work days at Conifer Woods and Park Place have been scheduled through the rest of July and into the beginning of August. After those work days have been completed, we will schedule and start moving on the entry of resident files.

2. Housing Choice Voucher (HCV) as of June 30, 2018

HCV		
Current Participants	242	297 including PBV's
Total Vouchers	374	
Housing Assistance Payment (HAP) Spent	\$190,195.03	
Budget Authority	\$206,350.00	
Participants on notice	5	
Shoppers - Movers	4	
New Admissions in Process	4	
Pulled from Waitlist	30	
HK Public Housing Residents offered HCV	0	
Terminations	1	
Termination Reason	Non-compliance	
Project Based Vouchers		
Occupied Units	58	
Vacant Units	14	
New Admissions Shopping	8	
Terminations	0	
Termination Reason	N/A	
Participants on notice	4	
HCV to Homeownership		
Participants	1	
HAP Spent	\$554.00	
HCV Family Self-Sufficiency		
Participants	11	
Participants with escrow	8	
Graduates	1	

- HK received a letter from BHA's Housing Director in late June that stated BHA would not be renewing a 6-unit Project Based Voucher (PBV) contract at Park Place Apartments when the original contract expires on September 30, 2018. BHA stated that because the contract was under BHA's voucher program and Park Place Apartments is outside the city limits of Bremerton, the decision was made to allow the contract to expire.

- It was also stated that if HK was willing, BHA would like to offer the affected each a Housing Choice Voucher (HCV). HK has since replied to BHA that we indeed would be happy to offer each affected resident an HCV to ensure that none of our residents are put at risk of homelessness due to the loss subsidy.

3. Public Housing:

- This year, the event is moving out of Nollwood and into the new Marvin Williams Center on Tuesday, August 7, 2018 from 5:00 PM to 8:00 PM. This event promotes positive relationships between first responders and residents and connects our community with resources, like housing and more. We are proud to feature the following highlights at this event:
 - o Free food, prizes, games and entertainment for the whole family
 - o 8' Gaga Pit, sponsored by the YMCA
 - o Firetruck, Ambulance and Police Car Tours
 - o Over 30 community resource vendor booths
 - o Transportation service available to Nollwood and GT1 residents.

4. Viewmont/Heritage:

- Rent collection at Heritage is up due to the hard work of the Site Manager on both the technical side of the program and the personal relationships built with the residents.
- The CDBG siding and painting project has started at Heritage and is slated to be completed within the next 45 days. Residents and staff alike are excited to have the project off the ground and to see the results of the needed facelift to the property.
- Residents have been busy cleaning off decks and patios to be ready for the siding/painting project as well as working closely with the Site Manager to make sure the property is performing well.
- There is currently a temporary Maintenance Technician working at Heritage who is doing a fantastic job for us until we can get a permanent employee hired.
- Staff at Viewmont are focusing on cleaning up the items found during the REAC inspection and MOR as well as creating relationships and a sense of community with residents.

5. Fjord Manor/Fjord Vista II/Windsong:

- Fjord Manor had their annual Independence Day celebration on July 6, 2018.
- Fjord Manor and Fjord Vista II had a beautification day supported by the sailors and families of the USS Nimitz on July 14, 2018.
- The laundry facilities at Fjord Vista II received a facelift with all new machines, flooring, and paint.
- Windsong will be having a beautification day supported by the sailors and families of the USS Nimitz on July 28, 2018.

6. Finch Place/Rhododendron/550 Madison:

- At 550 Madison, we had one move in and move out with applications ready to go to fill the vacancies already.

- HK staff began work on the 550 Madison deck by replacing the first half of the handrails and adding a beam to help support the weight load. Next up to finish the remaining handrails, they should be completed by July 20th. We are still working on gathering bids for the replacement of the electrical pedestals as required by Puget Sound Electric.
 - We are currently working on getting a temporary Site Manager for Rhododendron and 550 Madison while the normal Site Manager fills in as Portfolio Manager until the end of August. Until we have found a temporary employee, the Site Manager will be filling in at the properties as well as continue in the Portfolio Manager role.
 - Rhododendron currently has two vacant units where applications are in process for move in.
 - The Tenant Association Team voted on a name and the winner is Finch Associated Senior Tenants (FAST). These meetings are bringing the residents together by generating new ideas for a better community and a better place to live here at Finch Place. The Association is currently working on mission statement, senior activities for community room, guidelines for an in-house sharing of items at a giveaway spot, and possibility of a community garden located here at Finch Place property.
7. Golden Tides II/Golden Tides III/Liberty Bay:
- Currently, there isn't a permanent Site Manager for these properties. However, we have a very experienced and knowledgeable temporary employee managing the properties until we secure a new permanent employee.
 - With the help of many HK staff members, residents were able to hold their annual Independence Day barbeque at Golden Tides II and III.
 - HK has hired a new Maintenance Technician for these properties, he began work on July 13th.
8. Park Place:
- The new Site Manager has been getting nothing but positive review from the residents at Park Place. He is now planning a beautification day for the property that all of the residents can participate in to beautify their home.
 - All buildings on the property were power washed in early July, the power-washing made a big difference in the appearance of the property and staff couldn't be more pleased.
9. Kingston Ridge:
- Kingston Ridge is down to one vacancy and that unit is a getting a full turn with all of the newly picked flooring and paint package.
 - Staff are considering applying for a new grant that supply the property with shelving for the office.
 - All the scheduled deck and siding repairs have been completed and the property is looking wonderful.
10. Conifer Woods:
- The demand for apartments has remained very high, staff are working to finish up the turns on several units and processing applications to get new residents moved in as quickly as possible.

- Residents have given the Site Manager very positive feedback concerning the demeanor and work quality of our new Maintenance Technician at the property.
- Staff are currently working on getting bids to repair a dumpster surround and complete some minor siding repairs.

11. Port Orchard Vista/Madrona Manor:

- Residents are responding well to the new Site Manager and look forward to her assisting in restarting community events. Residents have commented that they appreciated how the Site Manager handled recent events at the property and feel if she can handle some of the more challenging issues that she will just fine making it for the long haul.
- The Maintenance Technician was able to spruce up the patio furniture bringing a new life to look of the outside of the property.

12. Orchard Bluff Mobile Home Park:

- The residents at Orchard Bluff are really stepping up their game in making their lots beautiful by holding garage sales and having old items hauled away. Yards are looking much better and some residents are even giving their homes a new coat of paint!
- The resident council is working hard to put together the new community phone book. This will allow the residents to be better neighbors, look out for each other and keep each other informed of community activities.

13. Resident Services

- REMHP is still on the hunt for a new Resident Services Coordinator; we have had several good applications and will be interviewing within the next couple weeks. Until then, current HK staff are working to cover as many events as possible to not interrupt services to residents.
- Staff is association with community members and other volunteers have been working diligently to arrange this year's National Night Out event. The program has grown in the last few years to include more of Bremerton's service and safety agencies. Please see the attached invitation and we hope you will be able to join in the event.

HOUSING KITSAP PRESENTS



POLICE • COMMUNITY PARTNERSHIPS

TUESDAY
AUGUST 7

5:00-8:00PM

at the new
Marvin Williams
Center

802 Dr ML King Way, Bremerton, WA 98337



COME OUT & GET TO KNOW YOUR NEIGHBORS

KIDS GAMES & ACTIVITIES / FOOD / VIP SPEAKERS
FIRST RESPONDERS DANCE-OFF / LIVE MUSIC
LOCAL VENDOR BOOTHS / ENTERTAINMENT / MORE!

We are adding more fun to this event every day!

Join Us for Some Fun

FOOD.GAMES.MUSIC.MORE.

National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live. National Night Out enhances the relationship between neighbors and law enforcement while bringing back a true sense of community.



FOR MORE INFORMATION CALL: (360) 535-6100

Facebook Event: www.facebook.com/HousingKitsap